VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
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PERSONNEL CLEARANCE PROCEDURES

The following procedures detail the responsibilities for departing employees, other VMI affiliated individuals (to include ROTC personnel), and their supervisors to provide timely notification of separation from employment, return of all Institute property, and termination of VMI computer accounts and facilities access. Timely notification is essential to prevent payroll errors, loss of equipment and other VMI property, and unauthorized access to VMI computer systems and facilities.

1. APPLICATION

These procedures apply to all full-time VMI employees, part-time VMI employees with access to Institute resources (keys and access cards, data/systems, equipment, etc.), and any VMI affiliated individual with a VMI computer account (Colleague and/or e-mail) or VMI ID card providing facilities access. The procedures do not apply to contractor employees or employees of the VMI Alumni Agencies and the Marshall Foundation who do not have VMI computer accounts or ID cards providing facilities access.

2. NOTIFICATION OF SEPARATION FROM VMI

As soon as the immediate supervisor learns of the departure or planned departure of an employee or other individual covered by this policy, the supervisor must complete the Employee Exit Alert, (HR35) in Etrieve, prior to the employee's last day of employment. This form is important to ensure the departing employee is not paid beyond his or her separation date and to end the employee's computer accounts (Colleague and/or e-mail) and facilities access.

In the event the employee or other individual covered by this policy has abandoned his or her position (failed to report to work) or has resigned by telephone or mail, the supervisor must complete the Employee Exit Alert form immediately (no later than next business day) upon learning of resignation.

3. RESIGNATION LETTER (VMI Employees only)

The immediate supervisor will ensure the employee completes a letter of resignation. The supervisor will accept the resignation in writing and forward the letter and acceptance to the Human Resources Office, with a copy to the department head. Typically, a letter of resignation and the Employee Exit Alert form (HR35) are required before recruitment initiates a new job posting.

4. OUT-PROCESSING FORMS (VMI Employees only)

A. Part-time employees with access to Institute resources will clear through the immediate supervisor or department head. Full-time employees will clear through the immediate supervisor and the Human Resources Office.

The employee should contact HR immediately. In the event that an individual has departed and will not return to VMI to out process, the supervisor is responsible for completing the Employee Exit Alert (HR35) in Etrieve.

It is the supervisor's responsibility to recover VMI property and terminate the departing individual's access to VMI electronic systems and facilities by utilizing the Exit Alert Checklist (HR19) in Etrieve.

B. Exit Interview Form (for employees only)

The supervisor will provide the departing employee with a copy of the Exit Interview Form, (HR15) in Etrieve. The completion of the form is voluntary. The Human Resources Office will also offer a copy of the form to a departing employee. In the case of an employee who has already departed, the Human Resources Office will mail a copy of the form to the former employee. The form may be returned to the HR office either by mail or in person.

5. RESPONSIBILITY (all employees and individuals covered by this policy)

A. Immediate Supervisor

It is the responsibility of the immediate supervisor and the department head to report the planned separation of an individual or actual separation of an individual to the Human Resources Office immediately upon knowledge of the planned separation by completing the Employee Exit Alert (HR35) in Etrieve. Failure to report termination/separation of employees may require the responsible supervisor/department head to be held responsible for property replacement costs, unauthorized charges, and unpaid obligations to VMI of the separated individual. Human Resources will report supervisors who fail to properly out-process subordinates on a timely basis to their department senior executive.

B. Human Resources

It is the responsibility of the Human Resources Office to enter into the Datatel Colleague system, within 24 hours of receiving the notification, the individual's separation date and account lock date. The Colleague system will disable the individual's account as needed. The Human Resources Office also will destroy any VMI ID card issued to the individual and ensure the individual no longer has access to VMI facilities.

The separation processes for Human Resources will also include:

Terminations for wage earners will occur upon the end of their seasonal duties. Returning wage earners will need to reapply and be rehired when a new season begins.

Employment Agreements will include details regarding the employee's responsibilities during the exit process (in the Termination By Employer section).

The Human Resources Trainer/Developer will train supervisors and managers on GO 35 and all details of VMI's separation of employment procedures.

On a monthly basis, Human Resources will run a report to identify employees who have not been paid for at least two pay periods. Those employees who are verified as missed terminations will be terminated.

C. Information Technology
It is the responsibility of the Information Technology Office to execute a "mass cleanse" report at the end of each semester, showing all employees currently listed on the Institute's payroll. After the report is reviewed by the Human Resources Office, all employees who have not received a payment within six months will be removed from the system. This action aims to remove all employees who have left their position after their period of temporary employment.

D. Commandant's Office
It is the responsibility of the Commandant's Office to notify the Human Resources Office of the resignation of any Tactical Officer or Officer-in-Charge from his/her duties with the Commandant's Office. The employee may not be leaving VMI, but it is essential to end the pay supplement for the additional duties before overpayment occurs.

FOR THE SUPERINTENDENT:

Travis Homiak
Colonel, (Ret.) USMC
Chief of Staff

DIST: E

OPR: Human Resources