

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 35)

24 September 2019

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 all Institute property, and terminate 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, and part-time employees without access to Institute facilities and resources.

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 send (either electronically or by fax) the “Exit Alert” form (Attachment 1) to the Human Resources Office.** 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 Exit Alert form immediately and the Supervisor’s Employee Separation Checklist (discussed in paragraph 4 below) as soon as possible. Supervisors of part-time employees that do not have computer accounts or facilities access are not required to complete the “Exit Alert” form.

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 is required before recruitment may begin for an anticipated vacancy.

4. OUT-PROCESSING FORMS (VMI Employees only)

A. Separation Checklist (for the Individual)

The supervisor will provide the individual with a copy of the Separation Checklist, printed from the Human Resources Office webpage or obtained from the Human Resources Office. The individual is responsible for completing the checklist. 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 as soon as possible. In the event that an individual has departed and will not return to VMI to out process, the supervisor will complete the Separation Checklist (for the Supervisor) as soon as possible and send the completed form to the Human Resources Office.

B. Separation Checklist (for the Supervisor)

The Employee Separation Checklist (for the Supervisor) serves as a reminder of the supervisor's responsibility to recover VMI property and terminate the departing individual's access to VMI electronic systems and facilities. When the out processing actions are complete, the supervisor will sign the form and send it to the Human Resources Office.

C. Exit Interview Form (for employees only)

The supervisor will provide the departing employee with a copy of the Exit Interview Form. 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. 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 Deputy Superintendent and the Institute Planning Committee.

B. Human Resources

It is the responsibility of the Human Resources Office to enter into the Datatel Colleague system, within 72 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.

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 that have not received a payment within six months will be removed from the system. This

action aims to remove those part-time employees without access to VMI resources that 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:

James P. Inman
Colonel, U.S. Army (Ret.)
Chief of Staff

DIST: E

Forms Attached

OPR: Human Resources

Exit Alert Form

As soon as you receive notice from an employee or any individual with a VMI computer account, VMI property, or VMI ID Card who plans to leave VMI or to go on a leave of absence for more than 3 months, please fill out this form and send it to Human Resources (Fax number is 7299 if you print this form.) No cover sheet is needed. Please attach and/or send a copy of the employee's letter of resignation to HR.

Thank you.

Type of Exit (Check One):

- Ending Employment
- Leave without Pay (LWOP) Anticipated date of return:

PLEASE PRINT

Employee Information

Name: _____

Employee ID/SSN:

Department: _____
Select or type ...

Last Day of Work: _____

Last Day on Payroll: _____ (HR use only)

Employee's Supervisor: _____

Supervisor Employee ID/SSN:

Supervisor's Phone: _____

[Date]

[Supervisor's Name]
Virginia Military Institute
Lexington, VA 24450

Dear []:

Please accept this letter as my formal resignation as [Title] from Virginia Military Institute, effective [Date]. I am leaving my position due to [reason – examples include moving out of town, graduation, admission to graduate school, retirement, etc.].

Sincerely,

[Your Name]

**SEPARATION CHECKLIST
(FOR THE DEPARTING INDIVIDUAL)**

Did you accept a job with another organization? Are you moving out of the area? Are you retiring from VMI? If you are ending your employment for any reason, please follow this detailed checklist to ensure a smooth transition and to provide for the continuation of any benefits you may need. If you are retiring from VMI, please schedule an appointment with the Benefits Administrator in the Human Resources Office as soon as possible.

- You must submit a letter of resignation to formally resign from VMI. Please provide as much notice as possible; however a minimum of two weeks' notice is requested. One month's notice is expected for a manager/supervisor.
- Note:** Direct deposit of your pay will continue through your last regular pay check. Any leave payment (for full-time classified employees only) will also be directly deposited to your account if applicable.
- If you are moving, or plan to move before the end of the calendar year, please update your address with the Human Resources Office. Remember – this is the address where your W-2 will be mailed.
- Please schedule an exit appointment with the Benefits Administrator to discuss any outstanding benefits issues including extending your health insurance coverage (COBRA), life insurance, Tax Shelters, final pay and retirement accounts.

ON YOUR FINAL DAY OF EMPLOYMENT

- Return all Institute property and your VMI ID Card to your supervisor. Complete your final time sheet (if applicable) and give it to your supervisor. Have your supervisor sign the statement of receipt below and itemize applicable items. Keep a copy of this receipt for your records.

STATEMENT OF RECEIPT

NAME (LAST, FIRST, MI)	DEPARTMENT

- | | | |
|--|--|--|
| Received | Not Applicable | |
| <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | Office/Building Keys (return to your supervisor and/or Physical Plant if applicable)
ID card and, if applicable, any special access card
Master Card (for purchases)
Uniforms
VMI computers, laptops, tablet computers, cellular phones, smartphones,
and other property (keep an itemized list of all returned property) <input type="checkbox"/> <input type="checkbox"/> |

Library Materials

Other (please explain in detail and itemize) _____

_____ Signature of Immediate Supervisor	_____ Printed Name & Title	_____ Date
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**SEPARATION CHECKLIST
(SUPERVISOR COMPLETES)**

Instructions: The immediate supervisor must initiate this form and complete Section 1 as soon as notice is received from the individual. Section 2 should be completed on or before the last day of employment. The supervisor must return the completed form to the VMI HR Office.

Individual's Name (Last, First, MI)
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Job Information:

Separation Date (last day on payroll)	Department

Section 1

___ HR Exit Alert is faxed to Human Resources (464-7299)

___ Letter of Resignation is sent to Human Resources

Section 2

___ Collect the following applicable items from the individual and/or address the following issues:

- Office/Building Keys (return to Physical Plant)
- ID card and any special building access card
- Master Card (for purchasing – return to Comptroller's Office)
- Travel Card (return to Comptroller's Office)
- Uniforms
- VMI computers, laptops, tablet computers, cellular phones, smartphones, and other property (keep an itemized list of all returned property)
- Library Materials

I have completed all out processing actions for the employee named above

Immediate Supervisor

Date

Virginia Military Institute Exit Interview Form

This form provides departing employees an opportunity to express opinions about their employment at VMI. Your comments and suggestions will help VMI improve the work environment. Responses are considered confidential, will be summarized in aggregate, and will not be used in any way to affect your employment elsewhere. Thank you for your time. Please return directly to the VMI HR Office.

Position Title: _____ Department: _____

Employed from: (mo. /yr.) _____ to (mo. /yr.) _____

Employee Type: (check all that apply)

- Classified Probationary Wage (1,500 hour, part-time)
- Instructional Faculty
 Tenured Tenure Track Non-tenure
- Admin/Professional Faculty

Race: African-American Native American
 Asian White
 Hispanic Other _____

Gender: Female Male

Please indicate the main factor(s) that influenced your decision to leave VMI. Check all that apply.

- | | |
|--|---|
| _____ Accepted position in private sector/university | _____ Lack of opportunity for advancement |
| _____ Accepted position in public sector/university | _____ Relocation of spouse/partner |
| _____ Anticipated non-reappointment/tenure denial | _____ Retirement |
| _____ Contract expired/tenure denied | _____ Returned to school |
| _____ Change in direction of career | _____ Temporary appointment ended |
| _____ Compensation | _____ Working conditions |
| _____ Cost of living/housing | _____ Other |
| _____ Family responsibilities | |

Please rate the following areas using this scale:

- 1 = outstanding 2 = very good 3 = average 4 = fair 5 = poor
- _____ Supervision within department
- _____ Working conditions/space
- _____ Compensation
- _____ Training opportunities
- _____ Benefits
- _____ Overall satisfaction with department

During your employment, did you experience any discrimination on the basis of race, sex, age, religion, color, national origin, veteran status, sexual orientation, pregnancy, genetic information, or disability? _____
YES _____ NO If "yes" please explain in the additional comments section below.

Would you recommend VMI as a place of employment? _____ YES _____ NO

Why or why not? _____

Name (Optional) _____ Date: _____

Additional Comments:

Please return to: VMI Human Resources Office, 305 Letcher Ave., Lexington, VA 24450-0304