
TITLE: RESIGNATION and RETIREMENT**POLICY STATEMENT:**

Because the primary obligation of the college is to learners, resignation dates will normally be set for the last worked day and whenever feasible, will coincide with term ends or operational breaks (last work day in December; June 30). Unused accrued vacation will be paid out as of the last worked day. Exceptions to meet pension requirements must be approved by the Vice President of Human Resources and Senior Administration Member.

PURPOSE:

To limit disruption to learners, to service provision and to the workload of colleagues. To limit college liability for Workers' Compensation, Short Term Disability, Long Term Disability, and Life Insurance.

PRINCIPLES:

1. Retirement is considered as a specific case of resignation where the employee has applied for and will be in receipt of pension benefits after employment ends or where the employee has arranged to defer receipt of their pension benefits.
2. Employees contemplating resignation are expected to be consistent with ethical and professional behaviour by providing adequate notice to facilitate replacement planning.
3. Employees contemplating resignation are encouraged to discuss their options with their supervisor and to access advice regarding pension and benefits through Human Resources.

PROCEDURE:

1. Employees may contact Human Resources for advice on pension and benefits at any time.
2. Once decided on a resignation date, the employee discusses their intent with the supervisor and the School/ Division Leader.
3. The School/Division Leader consults with the Vice President of Human Resources regarding the last date of work as well as any other payouts or inclusions for the final cheque.
4. The employee sends a letter of resignation to the School/Division Leader specifying the last date of work.
5. The School/Division Leader acknowledges the resignation and sends a letter to the employee specifying the last date of work and using the [template letter](#) for permanent positions. If the individual resigning is on a term or sessional contract, HR will prepare the letter for signature by the School/Division Leader. The School/Division Leader sends a copy to the Vice President of Human Resources.
6. On the last day of work, the supervisor obtains the employee's keys, i-card and any other college property and arranges the return of these items to the appropriate departments.
7. Human Resources informs the President's office of resignations and the President sends letters to each employee thanking them for their contribution and service to the College.

OFFICER RESPONSIBLE: Vice President of Human Resources

RECOMMENDING AUTHORITY: Service Council

CONSULTATION FOR REVIEW: Constituency Groups, Service Council, Deans' Council

POLICY REVIEW DATE: May, 2010

EFFECTIVE DATE: May 1, 2008

REVISION HISTORY:

RELATED POLICIES:

- Recognition of Staff

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.

TEMPLATE – Resignation Acceptance Letter for Permanent Positions

Date
Name of Employee
Department

Dear _____,

It is with regret that I accept your resignation from the college.

Personalized paragraph thanking the individual for their contributions.

Required paragraphs

Your last day of work will be _____ and your final pay will be issued through direct deposit. This payment will include your regular pay plus any vacation entitlement earned but not taken prior to your last day of employment and will be produced on the normal pay date following your last day of employment.

Your record of employment will be mailed to your home.

Please turn in your keys, i-card and any other college property to your supervisor on your last day.

Optional Paragraphs

We wish you well in your future and hope that you will remain connected to the college. We invite you to login to our new RDC NetCommunity - a social networking site specifically for RDC Alumni, current/retired/former staff & faculty, and supporters of the College. Receive our upcoming inaugural e-zine, travel opportunities, campus updates and stay connected with your former colleagues and students with your own "personal page". Easily manage your contact information, personal profile and subscriptions privately and securely. You've been a valuable member of the RDC Community, so we hope you'll stay in touch. Visit <http://alumnifriends.rdc.ab.ca>

For those who may continue scholarly activity after retirement

If you wish to retain your library privileges please visit the circulation desk in the library. They will update your i-card for continued use.

Sincerely,

School/Division Leader