

CHANGE IN EMPLOYMENT STATUS

Ending the Employment Relationship

Voluntary

When an employee chooses to voluntarily resign from their position at Dunwoody it is expected that the individual will give at least two weeks written notice of their intent to resign (which should include a specific date on which they plan to complete their final day of work at Dunwoody) to their immediate supervisor and the Human Resources Department. Dunwoody asks that employees provide written notice of their intent to retire (which should include a specific date on which they plan to complete their final day of work at Dunwoody) to their immediate supervisor at least six weeks prior to the retirement date requested.

The Payroll Department will have the final pay, including **current** year accrued but unused PTO if applicable, for terminating employees available on the next normal payday. Terminating employees will not be paid for PTO Carryover.

Human Resources will schedule a meeting with the terminating employee to conduct an exit interview, in which benefits will be discussed and any other issues of concern. On the last day of employment, all terminating employees are required to return all Dunwoody property such as keys, laptops, books, cell phones, academic regalia, etc. that the individual has in their possession. Supervisors are expected to notify Human Resources if any items are returned to them, so that the appropriate departments may be notified.

Return of Property and Continued Confidentiality

Employees are responsible for all Dunwoody property, materials, or written information issued to them or in their possession or control. All Dunwoody property must be returned by employees on or before their last day of work. Additionally, all data on the employee's computer and/or Dunwoody's servers/systems is the sole property of the College. Upon termination, employees will not receive copies of any data stored on Dunwoody's hardware or other systems. Employees are expected to maintain the confidentiality of Dunwoody information, as required by applicable law, even after employment has been terminated.