

# Chapter 18: Departure from COM-FSM Employment

## Key Terms You Need to Know for Chapter 18

- **Checkout Form** – a form required of all departing employee to complete and submit to HRO.
- **Retirement Plan Distribution Form** – a form retrievable from HRO or ASC website to apply for employee funds to be issued to their Bank of Guam Account or COM-FSM.
- **Life Insurance** – a group life insurance under the college for interested employee, upon departure from the college, the plan will cease.
- **Notice to Landlord** – a letter from an employee informing landlord of termination of the current lease issued to the landlord within the period provided on the lease agreement.
- **Reapplication with MiCare**- a departing employee residing in the FSM must complete the enrollment form again directly with MiCare within 30 days from their last day of employment with the college if they wish to remain in the plan. They will pay for 100% of the premiums.

Frequently Asked Questions	
✓ <b>Do I need to complete the checkout form?</b>	✓ Yes
✓ <b>What does it mean for me when I sign the checkout form?</b>	✓ It means you are authorizing the college to deduct from your last check any amounts you owe the college for outstanding travel vouchers, petty cash, etc.
✓ <b>Can I keep my college email address?</b>	✓ No. You are given that address for college purposes while you are employed only.
✓ <b>Who will notify my landlord that I am leaving before my agreement ends?</b>	✓ You are responsible for notifying your landlord and must provide HRO and BO copies of the notice. The landlord must sign the notice and indicate understanding and acceptance of the notice.

## The Process of Departure from the College

When an employee leaves the college, there are a series of formal steps to complete. HRO staff will provide to departing employee through email or in hard copies the list of things to do when the office received notice of approved resignation, termination, layoff, or non-contract renewal. Also provided is the checkout form for completion. The following information is provided to help you understand your responsibilities upon departure from the college and plan accordingly. If you still have questions, please contact the Human Resources Office.

**Table 18.1. Formal Steps for Departure from COM-FSM**

<b>Steps for Departing Employees</b>	<b>Description</b>
<b>Resignation</b>	When an employee decides to resign from the college, he or she must submit such notice formally in writing [hard copy] 14 days before the effective date. The letter should be addressed to the president through the immediate supervisor and vice president. Indicate the effective date. An employee who wishes to withdraw a resignation notice must do so before the effective date.
<b>Personnel Action</b>	When HR receives the approved resignation letter from the president, copies of layoff notices, termination, etc., a personnel action will be prepared and processed.
<b>Check-out form</b>	This form must be completed and submitted to HR with a copy to Payroll. If all is checked out ok, the BO shall prepare the employee's last check and the employee would pick it up before departure. Non-teaching employees, shall be paid out up to 240 hours of accrued annual leave at the time of resignation.
<b>Travel Authorization</b>	<p>If the employee is eligible for transportation, HR will prepare the TA. The employee shall make the reservation at any local travel agency and have them send the itinerary to HR for the TA. Per Diem is provided for only the necessary lay over and only for the employee. Shipping allowance is based on the most current employment contract [see item # 7 on the contract]. The employee makes the arrangement with the shipping company for packing of goods.</p> <p>If the college provided a recruitment benefit [ticket, shipping and per diem] the employee may be eligible for the same benefit when departing unless failing to complete the first 3-year contract. Employees who fail to complete the probationary period of 1 year must reimburse the college for the total sum spent on recruitment.</p>
<b>Landlord notice</b>	An employee receiving housing benefits will need to provide his or her landlord a notice of termination based on the conditions of the lease agreement. HR and BO must receive a copy of this notice.
<b>Immigration</b>	Employees on a permit and their dependents with permits must return the permits to HRO prior to departure. HRO will forward them to FSM Immigration and notify them of the departure.
<b>Health Insurance Plan</b>	Employees enrolled in the health insurance plan will have 15 days' grace period from the date of their last premium deduction. Employees who receive medical assistance during that grace period are still covered. Those whose employment ended with the college but who will remain within the FSM will be able to continue the coverage on their own with MiCare should they want to. Make such arrangements directly with MiCare.
<b>Life Insurance Plan</b>	Coverage will cease on the last date of payment of premiums. Employees may continue coverage by directly contacting IAC (the current carrier).

<b>Steps for Departing Employees</b>	<b>Description</b>
<b>Retirement Plan</b>	Employees enrolled in the retirement plan may take their money upon departure or roll it over to the next employer. Employees may complete the distribution form with HR. Employees wishing to leave their money for a while must have more than \$5,000 in account. Otherwise, the employee must take the money out. Money left in is not eligible for further employee contribution.
<b>Social Security</b>	Employees who are non-FSM or US Citizens may take a copy of the last PA at the college and take it to the Social Security office at their state and complete the rest of the documents with them to allow them to take their contribution to Social Security. FSM and US Citizens can bring the last PA to Social Security, too, if they have completed the required number of quarters and meet the age requirement.
<b>Mailing</b>	Employees are expected to inform all companies of the new mailing address so their mail will be forwarded and not sent to the college. Likewise, employees must provide a return mailing address to HR on the check-out form so any last mail received at the college will be forwarded to you including any remaining checks.
<b>Keys</b>	Employees shall return all office keys to their immediate supervisor before departure or last day of work. Return any college property and provide grades and/or any projects assigned to the supervisor.
<b>Computers and Other Equipment</b>	Employees must return to their supervisor any equipment, books, and computers or electronic devices.
<b>Committee Responsibilities</b>	Employees who chair one or more committees inform their supervisors and provide to the vice-chair and secretariat of the governance structure all the information on meetings and tasks.
<b>Last Pay Check</b>	Employees who are located in Pohnpei may pick up their last check from BO the usual way. Employees who are off-island [Yap, Chuuk, Kosrae] may provide a bank account number to Payroll to deposit money if the usual account is still active at the local banks. If the account is not active anymore, provide specific instructions directly to Payroll to handle the last check.
<b>Things to Sell</b>	Employees wishing to sell personal items may use the website to do so. Contact IT Director Gordon Segal or IT staff for direction. Such information may also be sent to employees via personal emails or by posting hard copies around the campus.
<b>Recommendation</b>	Employees who wish to make some recommendations in general or to specific department or offices, are welcome to do so. Likewise, an employee who would like to make notes for the next person in his or her position are welcome to do so. Provide these to the supervisor[s].
<b>Email Address</b>	Employee email addresses with the college will be deactivated effective on the last day of employment with the college. HRO will notify ITO via email to delete the email along with any information in the directory and college email alias.

### ***Exit Interview***

To the extent possible, the HRO director and HR representatives will meet with departing employees to discuss their experiences with the college to support improvement strategies. The exit interview also affords the employee an opportunity to reconsider leaving if their separation is the result of resignation or of their own free will. The discussion may expand beyond the questions asked on the checkout form. A summary of the discussion and the check out forms are compiled annually and shared with management.

## **Emeritus/Emerita Professor**

The college recognizes extended meritorious services by full time regular faculty members to the college upon retirement at the rank of professor.

### ***Procedures for Appointing an Emeritus Professor***

An instructional coordinator will initiate the recommendation that the title of Emeritus Professor be conferred upon a retiring faculty through the process below.

**At the National Campus**, the instructional coordinator shall first submit the recommendation memorandum to the dean of academic programs who will review, sign and forward to the vice president for instructional affairs.

**At the State Campuses**, the instructional coordinator shall submit the recommendation to the campus dean/director first who will review and forward to the dean of academic programs, who will sign for endorsement and forward to the vice president for instructional affairs.

VPIA will receive all recommendations for emeritus professor and she/he will certify that each recommendation meets policy and procedures requirements. Then after signing for endorsement, the VPIA will forward the recommendation to the president for final approval

The president will review and, if convinced the recommendation has merit, will forward it to the Board of Regents who at its discretion may confer the title of Emeritus/Emerita Professor upon the retiring faculty member.

### ***Implementation of BOR's Confirmation***

When the BOR acts on the recommendation, their decision will be provided to the president in a form of directive. The president will forward the directive to the VPIA to convey the decision to all parties.

When the BOR approves the recommendation, the decision will be announced and the Emeritus Professor title will be conferred at the graduation ceremony closest to the date of approval and at the campus of residence of the retiring faculty member. A copy of the directive and relevant supporting documentation of the recommendation will be given to HRO for filing in the employee personnel file. A retiring faculty who was denied the emeritus professor title as a result of the review and approval process has the option to grieve using Board Policy No. 6021.