

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 35)

22 May 2023

## 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, 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 complete the Employee Exit Alert GO35 (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 Exit Alert form 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 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 as soon as possible. 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.

**B. 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.

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 GO35 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 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:

John M. Young  
Colonel, Virginia Militia  
Chief of Staff

DIST: E

Forms Attached

OPR: Human Resources

[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 paycheck. 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"/> | Office/Building Keys (return to your supervisor and/or Physical Plant if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | ID card and, if applicable, any special access card   |
| <input type="checkbox"/> | <input type="checkbox"/> | Master Card (for purchases)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Uniforms  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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) \_\_\_\_\_

|  |                               |               |
|--|-------------------------------|---------------|
| _____<br>Signature of Immediate Supervisor | _____<br>Printed Name & Title | _____<br>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