



Employment Separation

Separation of employment is an inevitable part of business activity within the College, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment may be ended:

Resignation

Voluntary employment termination initiated by an employee.

Discharge

Involuntary employment termination initiated by the College.

Layoff

Involuntary employment termination initiated by the College for non-disciplinary reasons.

Retirement

Voluntary employment termination by an employee having attained at least age 65 at time of separation, with length of service being 10 years of continuous full-time employment or more, is considered retirement from the College.

Exit Interview

Spelman will generally schedule exit interviews at the time of employment separation. This is an opportunity to discuss various matters such as benefits, repayment of outstanding debt to Spelman, allow for the return of Spelman-owned property, and provide a platform for suggestions, complaints and/or questions.

Employment At-Will

The provisions in this policy and the Employee Handbook constitute the terms of your employment and supersede any prior representations or agreements by anyone, either oral or written. These terms of employment are not subject to modification or change of any kind, unless specified in writing, and signed by you and the President of the College.

Also, the State of Georgia is an at-will state, and Spelman College is an at-will employer. This means that you can end your employment relationship with the College at any time, for any

reason, with or without notice or cause. Because this is not a contract, the College may end your employment at any time, for any reason, with or without notice or cause as well.

Benefits and Separation Pay

Separating employees will receive all accrued unused vacation pay in their final paycheck on the next scheduled pay date. In cases when the Office of Human Resources or Payroll is notified after the payroll deadline, the final check will be issued on the next pay date.

Health insurance coverage terminates at midnight on the last day of the month in which the separation occurs. All other benefits terminate on the last day the employee works. However, certain benefits may be converted to individual plans and/or continued for a period of time under COBRA. Information including the terms and conditions for conversion of plans and COBRA will be mailed to the employee's home. For additional information regarding benefits, please contact the Office of Human Resources.

Policy No. 405 Effective Date: 9/1/2000 Revision Date: 9/1/2018

