

**Williams College**  
**Employment Exit Procedure and Checklist**

There are many things to consider when leaving employment whether retiring or resigning. Employees leaving the college should be aware of their rights and benefits, in addition to returning all college property issued to them.

1. Notifying your supervisor and HR:
  - a) Staff leaving the college are expected to submit a letter of resignation that includes the individuals' last day of work.
  - b) The last day of work should not be a vacation day; it is the last day of work in the office.
  - c) Support staff are expected to give at least two-weeks notice.
  - d) Administrative staff are expected to give at least one-months notice.
  
3. Vacation:
  - a) Earned vacation will be calculated based on the last day of work.
  - b) Accrued, unused vacation will be paid in the final paycheck.
  - c) Any vacation leave taken, but not earned, will be deducted from the final paycheck.
  
4. Benefits:
  - a) Most benefits end on the last day of work.
  - b) COBRA (Consolidated Omnibus Budget Reconciliation Act) is federally mandated program providing benefit continuation
  - c) COBRA election forms will be mailed to you.
  - d) You have 60 days from your last of work to elect COBRA
  - e) The cost of COBRA is the full premium of employee's plan; you will no longer receive the college contribution.
  - f) EAP services (e4Health) are available to employees for three months after separation.
  - g) Employees leaving the college or considering retirement are encouraged to contact the Benefits Office to discuss relevant decisions and information to consider.
  
5. Exit Interviews:
  - a) Human Resources will reach out to employees to initiate the exit interview process, consisting of an online survey and in-person meeting.
  - b) All information gathered is confidential and is reported annually in summary form.

Employment Exit Checklist

✓	Item
	<p><b>College property</b></p> <ul style="list-style-type: none"> <li>• Keys (building, office, desk, files, vehicles, lockers, etc.) should be returned to the Lock Shop in facilities.</li> <li>• ID card (access cards)</li> <li>• College purchasing or credit cards, check for personal charges on credit cards</li> <li>• Uniforms /gear /tools /instruments</li> <li>• Reference manuals</li> <li>• Library materials</li> <li>• Equipment (laptop and/or iPad, Flash drives, devices, and other computer equipment)</li> <li>• Communications devices (pagers, <a href="#">cell phones</a>, radios, etc.)</li> <li>• Department equipment (laptop, tools, electronic devices, etc.)</li> <li>• Settle financial accounts i.e., p card charges, faculty club charges, mortgage program</li> <li>• Any other college owned property</li> </ul>
	<p><b>Voice Mail</b></p> <ul style="list-style-type: none"> <li>• Agree upon absence message to be left on phone system voice mail.</li> <li>• Update your outgoing voicemail message. The standard message should include who to contact for assistance including a phone number and an email address.</li> </ul>
	<p><b>Email</b></p> <ul style="list-style-type: none"> <li>• You will not have access to your Williams email after your last day of work.</li> <li>• You may want to consider informing personal contacts of your new email address.</li> <li>• You will receive an email from Seth Rogers in OIT with detailed guidance and instructions; contact him if you have further questions.</li> <li>• Your email may be forwarded to a supervisor or work colleague, but not to a personal email address.</li> <li>• Set up an automatic reply message that includes a notification of your separation. The standard message should include who to contact for assistance including a phone number and email address.</li> <li>• Additional guidance at: <a href="http://oit.williams.edu/help-docs/savingmigrating-email-and-docs-when-leaving-williams/">http://oit.williams.edu/help-docs/savingmigrating-email-and-docs-when-leaving-williams/</a></li> </ul>
	<p><b>Computer files</b></p> <ul style="list-style-type: none"> <li>• Discuss location of files on computer and network (shared) drives with supervisor.</li> <li>• Ensure ownerships of all documents and spreadsheets on your Google Drive is transferred to your supervisor or work colleague. Placing files in a shared Drive folder is not sufficient.</li> <li>• Remove all personal files from computer and network drives.</li> <li>• Delete employee access to data systems, email servers, voice mail systems, email lists, etc.; remove any passwords or file protections (file access passwords) unique to the departing employee</li> <li>• Obtain a list of login information of all websites and software with which the employee has a designated account i.e. associations and vendors</li> </ul>

	<ul style="list-style-type: none"> <li>Additional guidance at: <a href="https://oit.williams.edu/help-guides/accounts/exiting-employee-techlist/">https://oit.williams.edu/help-guides/accounts/exiting-employee-techlist/</a></li> </ul>
	<p><b>Transfer of Knowledge</b></p> <ul style="list-style-type: none"> <li>Hand over and review any outstanding work.</li> <li>Determine continuation arrangements for existing projects</li> <li>Create a transition plan for how work will be done after the employee leaves</li> <li>If possible, have departing employee share stories about how they dealt with typical challenges with others in the office</li> <li>Consider having another employee shadow the departing employee for certain tasks to learn more about how the work gets done</li> <li>Document as necessary</li> </ul>
	<p><b>Update Contact Information</b></p> <ul style="list-style-type: none"> <li>Employees should update their contact phone number and email address</li> <li>Employees should keep HR informed about any address changes in order for us to send you W-2 tax form.</li> </ul>
	<p><b>Only for Retirees</b></p> <ul style="list-style-type: none"> <li>Length of Notice for retirement – all staff are encouraged, when possible, to give as much notice as possible.</li> <li>Williams ID - Early and regular retirees will receive a new ID for continued access to the fitness center and library.</li> <li>Williams email - Early staff retirees and Faculty have their email accounts stay open automatically. If a regular retiree would like to retain their williams.edu email address, they need to inform Benefits.</li> </ul>

If you have any questions or concerns, please email [hr@williams.edu](mailto:hr@williams.edu)