

## Termination of Employment

We hope that you will have a long-lasting relationship with SMCCCD. In the event of the termination of employment, there are a number of important points to keep in mind.

### General Information

Upon termination of employment, you will be entitled to receive the following:

- All earned, but unused, vacation pay
- Wages through the last day of work
- Contact retirement system directly for your plan information
- Required confirmation of your termination date
- Required notification regarding your rights for continued coverage under COBRA
- A pamphlet describing unemployment benefits

We encourage you to keep SMCCCD informed of any future address changes for your year-end W-2, COBRA correspondence, and retirement plan forms, if applicable.

If we initiate the termination, all wages and accrued vacation are due on the last day of work. If the termination is voluntary on your part, all wages and accrued vacation are due within 72 hours of the last day of work. (If you have given at least 72 hours notice, then wages are due on the last day of work.)

Your dental and vision coverage will end on the last day of the month in which your termination occurs. Your medical will end on the last day of the following month of the effective termination date. Your employee assistance benefits will cease one calendar month after your date of termination. Your group term life, accidental death and dismemberment and long-term disability coverage will cease on the date of your termination.

You should return all company property on your last day, including:

- Office and building entry card
- Procurement Cards
- Any cash advances
- Company files, reports, work materials
- Company equipment and resources (VCR, tapes, books, dictation machine, calculator, computer hardware and software, manuals, etc.)
- Loans provided by SMCCCD for the Loan to Own program
- District Keys: office, building entrance, cabinets, closet, etc.

You will also need to disclose any previously undisclosed computer passwords to your manager.

Human Resources will conduct an exit interview to allow you an opportunity to offer honest opinions and suggestions about SMCCCD, its management, and its policies.