

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

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

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 separation date and account lock date. The Colleague system will disable the  
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 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 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 report at the end of each semester, showing all employees currently listed on the 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. Office

It is the responsibility of the Office to notify the Human Resources Office of the resignation of any Tactical Officer or Officer-in-Charge from his/her duties with 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



## **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 [redacted] notice is required.

|                               |                   |
|-------------------------------|-------------------|
| <u>NAME (LAST, FIRST, MI)</u> | <u>DEPARTMENT</u> |
|-------------------------------|-------------------|

**Virginia Military Institute  
Exit Interview Form**

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Employed from: (mo. /yr.) \_\_\_\_\_ to (mo. /yr.) \_\_\_\_\_

Employee Type: (check all that