HELENA COLLEGE
University of Montana

Termination Procedures

The following procedures will guide you through the standard processes for termination. Because unique circumstances may exist for some terminations, please contact the Human Resources Department with any questions.

1. **Provide HR the original signed employee letter of resignation.** Make sure it includes an effective date. Before determining an effective date, it is recommended the supervisor consult with HR to determine if there are any applicable policies, CBA or MCA provisions.

2. After HR receives the letter of resignation, we will provide the supervisor a **termination form** and **termination checklist**. Complete and return the termination form to HR as soon as possible. The termination checklist must be completed and returned to HR on the last work day for the employee.

3. HR will contact the resigning employee direct to schedule an exit interview.