

To: Campus

From: Maggie Nieves, Deputy Human Resources Officer
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Date: June 13, 2023

Subject: Announcement Regarding A New Streamlined Retirement/Resignation Workflow

We are pleased to announce an important update regarding the retirement/resignation process at Oberlin College. The Department of Human Resources, in collaboration with the Center for Information Technology, has implemented a new workflow to ensure a smooth and efficient transition for employees who are planning to retire or resign from their positions.

We understand that retirement or resignation is a significant milestone in one's career, and it is our utmost priority to make this process as smooth as possible for all parties involved. The new workflow aims to provide clear guidelines, support, and resources to employees considering this important life decision.

Here are the key highlights of the retirement/resignation workflow:

1. Notice Period: In accordance with college policy, employees are required to provide a notice period when planning to retire or resign. This allows us to effectively plan for the transition and ensure a smooth handover of responsibilities.
2. Retirement/Resignation Form: We have introduced a Retirement/Resignation Intent Form (RRIF) that needs to be completed by employees who wish to retire or resign. This form will collect essential details regarding the retirement/resignation date, along with any additional information that may be pertinent to the process.
3. Support and Assistance: We recognize that retiring or resigning can be both an emotional and logistical process. The Department of Human Resources is available to provide guidance and support throughout the retirement/resignation process. They will address any questions you may have and assist you in completing the necessary paperwork and formalities.
4. Explanation of Need: The implementation of this new workflow was crucial in order to ensure the smooth handling of resignation and separation notices. By incorporating this workflow, employees will receive confirmation and reassurance that their information has been successfully submitted. Additionally, relevant individuals will be promptly notified with important details specific to their respective areas, and those approaching their separation date will receive additional information and materials. This workflow guarantees consistent and standardized processing of all future resignation and retirement notifications while maintaining a digital record of all submissions.



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We encourage you to familiarize yourself with the workflow and associated procedures. Detailed information can be found on our website at <https://www.oberlin.edu/human-resources> and employees can access the retirement/resignation intent form on Overview.

Please remember that retirement or resignation is a personal decision, and we greatly respect your choice. We would like to express our heartfelt gratitude for your dedication, hard work, and contributions to Oberlin College and Conservatory. Your efforts have played an invaluable role in our success, and we wish you the very best in your future endeavors.

If you have any questions or need further clarification, please do not hesitate to contact the Human Resources department. Your attention and cooperation are greatly appreciated.