

**Cancer Center Clinical Trials Office**

<b>STANDARD OPERATING PROCEDURE CTO EMPLOYEE RESIGNATION</b>	
<b>SOP#: 6.5.5</b>	<b>Original Approval Date: 8/21/13</b>
<b>Version#: 4.0</b>	<b>Current Revision Dates: 3/16/20</b>

**1.0 PURPOSE/BACKGROUND**

The purpose of this standard operating procedure (SOP) is to define the process for CCCTO employees and supervisors to successfully transition workloads after notice of employee resignation. This SOP would not apply in instances of unexpected departures, in which sufficient notice may not be attainable.

**2.0 SCOPE**

This SOP applies to any employee that is resigning from their position in the CCCTO.

**3.0 RESPONSIBILITY**

All CCCTO employees and their immediate supervisor.

**4.0 DEFINITIONS**

Refer to Glossary of Common Terms and Definitions.

Additional definitions:

Replacement: Staff member assigned to oversee the trial upon employee’s departure.

**5.0 ROLES AND PROCEDURES**

**Resigning Employee, Replacement, & Supervisor:**

5.1 Resigning employee (or “employee”) will provide written resignation to immediate supervisor, per MCW corporate policy HR.ER.180. Last date of employment should be clearly noted.

5.2 At least two weeks prior to employee’s last day, employee should place an active “Out-of-office” message on his/her email and should revise their voicemail message with details including:

- Last day of employment
- Supervisor’s and/or Replacement’s contact information

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- A notice that this email/voicemail account will not be monitored after employee's last day.

5.3 Within five business days of providing notice of resignation, employee must provide a list of studies to their supervisor which he/she is currently assigned as primary or secondary coordinator. The supervisor will assign all studies to a new staff member as appropriate.

5.4 At least two weeks prior to employee's last day, the employee must notify all study sponsors, Clinical Research Organizations, study monitors, and other necessary contact persons to inform them of his/her pending resignation and who will be his/her replacement, along with contact information. Replacement and Supervisor should be copied on this email.

5.5 SOP 6.5.4 "Planned Study Transition between CTO Employees" should be referenced and followed in preparation for employee's departure.

5.6 An exit interview with the resigning employee should be scheduled by the CTO Administrative Director whenever possible.

5.7 On last day of employment (or the business day prior), the employee must re-record voicemail message with information including:

- Employee is no longer an employee of the MCW Cancer Center Clinical Trials Office
- A request that messages not be left on this voicemail, as messages will not be monitored
- Supervisor's contact information
- Replacement's contact information if suitable.

Supervisor may decide to route employee's phone to another CCCTO employee upon departure instead of using an out-of-office message.

## **6.0 REFERENCES**

Medical College of Wisconsin Corporate Policy "Separation from Employment (Resignation or Discharge)" HR.ER.100

SOP 6.5.4 Planned Study Transition between CTO Employees


## **7.0 APPENDICES**

None

Authorized by:



James Thomas, Medical Director



Betty Oleson, CTO Administrative Director

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