



**Title of Policy:** KEY EMPLOYEE TRANSITION REVIEW

**Policy (check one):** New  Revised

**Applies to (check all that apply):**

Faculty  Staff  Students

Division/Department  College

**Purpose:**

The purpose of this policy is to:

- Ensure continuity of college operations due to staffing changes.
- Identify activities that may compromise the integrity of the College's systems, data, and processes.

**Policy Statement:**

It is the policy of Baltimore City Community College to ensure that processes and practices conducted by key employees require an accounting or review when the relationship between the employee and the College changes or is severed. Reviews will provide a basis for appropriate closure of the exiting employee's responsibilities.

**Originator/Division:** Office of the President/Office of Internal Audits

**Approved by the Board of Trustees:** February 4, 2009; March 14, 2024

**Implementation Date:** February 4, 2009; March 14, 2024

***\*This policy once approved by the Board of Trustees supersedes all other policies.***