Employee Exit Process

Voluntary and Involuntary

Voluntary	Involuntary
Employee gives notice in writing to supervisor of date exiting position. OR A grant/contract or temporary employee's PAR is ending.	Approval is obtained by Human Resources prior to separation.

Upon notice, Supervisor prepares and initiates routing of the PAR. Supervisor contacts the employee and schedules a time to complete their sections of the Exit Checklist.

The Supervisor meets with employee to complete the Exit Checklist and to collect College property. In the case of a regular employee, requests him/her to schedule an exit interview with the Benefits Office. The Supervisor ensures all documents are sent to the Campus/District Business Office in a timely manner:

1) Letter of Resignation
2) Exit Checklist
3) Separation PAR (initiated at first notice)
4) Final Timesheet
5) Exit Questionnaire (if completed)

Business Office ensures completion of the Checklist and sends all the documents to Human Resources.

Payroll issues employee's paycheck in accordance with State requirements and College policies.

District Human Resources-Employee Relations Office conducts random sample interviews of temporary employees.