



LOWER COLUMBIA COLLEGE
HUMAN RESOURCES
Employee Separation Checklist

EMPLOYEE NAME: _____ CLASSIFICATION: _____
POSITION: _____ LAST WORKING DATE: _____
DEPARTMENT: _____ EMPLOYEE ID: _____

Upon separation from employment with LCC, you will need to return all property and equipment issued to you. Please return the items you have to the appropriate departments and bring exit checklist to Human Resources.

Table with 3 columns: DEPARTMENT & ITEMS TO RETURN OR DISCUSS, VERIFICATION SIGNATURE, DATE. Rows include Campus Services, Payroll Office, Supervisor, and Human Resources.

(HR will notify the following departments via email: Library, Finance, Cashier, eLearning, and College Relations)

Reason for leaving (check all that apply)

- Lack of work, including project ending
Moving out of area
Voluntarily quit
Retiring
Discharged
Other

If relocating please provide a forwarding address:

Form box for providing a forwarding address with three horizontal lines.

Please provide a personal email address: _____

EMPLOYEE ACKNOWLEDGEMENT: I have returned all property issued by Lower Columbia College. Signature and Date lines.

RETURN COMPLETED FORM TO HUMAN RESOURCES
NO LATER THAN YOUR LAST WORKING DAY

For HR Office Use Only:

Table with 4 columns: LID Hidden, Former Drawer, IT Request #, Canvas.