



**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.

DEPARTMENT & ITEMS TO RETURN OR DISCUSS	VERIFICATION SIGNATURE	DATE
1. Campus Services – Keys and Parking Permit	_____	_____
2. Payroll Office – Leave Reconciliation	_____	_____
3. Supervisor – Other (equipment, materials, tools, etc.)	_____	_____
4. Human Resources – Employee ID & Separation Checklist	_____	_____

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

Reason for leaving (check all that apply)

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Lack of work, including project ending | <input type="checkbox"/> Retiring |
| <input type="checkbox"/> Moving out of area | <input type="checkbox"/> Discharged |
| <input type="checkbox"/> Voluntarily quit | <input type="checkbox"/> Other _____ |

If relocating please provide a forwarding address:

Please provide a personal email address: _____

EMPLOYEE ACKNOWLEDGEMENT:
I have returned all property issued by Lower Columbia College.

Employee Signature _____ Date _____

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

For HR Office Use Only:

LID Hidden:	Former Drawer:	IT Request #:	Equipment:	Canvas/Foundry:	Spreadsheets:
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