Fullerton College
Employee Exit Procedure

An employee who leaves the employment of the college for any reason must go through an exit procedure that involves the completion of the Employee Exit Check-Out Form.

Upon notification of an employee’s departure, the immediate management supervisor should:

- Print out the Employee Exit Check-Out Form that is located on the J:drive in the Forms and Procedures folder and give to the employee.
- Send an email to the Library to obtain confirmation that there are no outstanding fines.
- Send an email to Admissions & Records to obtain confirmation that there are no outstanding grades (faculty only).
- On last day of employment (or before) submit the completed form signed by both the employee and immediate management supervisor to the Personnel Services Specialist in the Business Office.

Prior to the last day of employment the employee should:

- Proceed to Building 3000/Berkeley Center to turn in their keys/FOBs in to the Facilities Office and get the form signed off.
- Provide all other college/district owned items to their immediate management supervisor.

A sample of the Employee Exit Check-Out Form follows for information and reference:
FULLERTON COLLEGE
EMPLOYEE EXIT CHECK-OUT FORM

Employee Name: ________________________________________________

Division/Department: ____________________________________________

Last Day of Employment: _________________________________________

**Employee:**
Prior to last day of employment (or last day on campus, if earlier), please fill out this form in accordance with NOCCCD AP# 7350, 3.0 and turn in to your Immediate Management Supervisor.

- • Keys/FOBs turned in: ___________________________  ___________________________
  (Signature of Facilities Staff) (Date)

- • Items to turn in to Immediate Management Supervisor (where applicable):
  Computer/Laptop ______  Parking Permit ______
  Cell Phone ______  Other Division Materials ______
  Radio ______  Other ______
  Tools/Uniforms ______

By signing below, employee acknowledges that all college property has been turned in:

Employee Signature: ____________________________________________  Date: ______

If applicable, please include forwarding address:

________________________________________________________________________
________________________________________________________________________

**Manager:**
- • Obtain email confirmation from Library Circulation Staff regarding fines: ______
- • Obtain email confirmation from Admissions and Records regarding grades: ______
- • Email Academic Computing if requesting email continuation for retiree: ______

Manager’s Signature: ____________________________________________  Date: ______

Notes:
________________________________________________________________________
________________________________________________________________________

Please forward the completed form to the Personnel Services Specialist in the Business Office