

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