

WESTMINSTER COLLEGE

SEPARATION NOTICE

Upon separation of an employee, the supervisor should complete and return this form to Human Resources along with a resignation letter (if applicable).

Name of Employee	Social Security Number	Dept
------------------	------------------------	------

Position Held	Date of Hire	Last Day Worked
---------------	--------------	-----------------

Department Checklist

- Resignation letter received; attach letter to this form
- Office and desk keys returned to supervisor (forward to Director of HR)
- Uniform/equipment returned to supervisor
- College ID card returned
- Phone Cards returned to Business Office
- Campus Credit card returned to Business Office
- Schedule exit interview with Director of HR
- Computer Services notified of separation; arrangements made on what to do with:
 - Network Account of Employee
 - Disable account for 30 days, then delete.
 - Change Password & give Supervisor access for 30 days.
 - E-mail Account
 - Supervisor to set forwarding rule or inbox rule.
 - Leave E-mail account intact for 30 days and delete.
 - Network Share files
 - Supervisor needs to review and copy files.
 - Leave intact for 30 days and then delete.

Reason for Separation

- | | |
|--|--|
| Voluntary | Involuntary |
| <input type="checkbox"/> Dissatisfaction with job | <input type="checkbox"/> Unsatisfactory performance |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Misconduct/insubordination |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Excessive tardiness/absenteeism |
| <input type="checkbox"/> Job Abandonment | <input type="checkbox"/> Health condition/disability |
| <input type="checkbox"/> Career Change | <input type="checkbox"/> Position eliminated |
| <input type="checkbox"/> Better opportunity | <input type="checkbox"/> Deceased |
| <input type="checkbox"/> Failed to return from leave | <input type="checkbox"/> Other (describe below) |
| <input type="checkbox"/> Other (describe below) | <input type="checkbox"/> Eligible for rehire (yes or no) |
| <input type="checkbox"/> Eligible for rehire (yes or no) | <input type="checkbox"/> Documentation for performance (yes or no) |

Comments

Employee Signature	Supervisor Signature	Director of HR Signature
--------------------	----------------------	--------------------------