

Las Positas College

Separation Checklist for Personnel Resignations and Retirements

The purpose of the Separation Checklist is to assist employees and their immediate supervisors when an employee plans to **resign or retire** from the college. The form is to be initiated by the immediate supervisor and completed in consultation with the departing employee at least two (2) weeks from the separation date or last scheduled work day at the college, whichever occurs first.

Name of Employee: _____ Identification Number: _____

Title: _____ Division: _____

Mailing Address: _____

Telephone Number: (_____) _____ E-mail: _____@_____

Separation Date:* _____

*Separation date means your last day working on-campus. Your last day of employment with the Chabot-Las Positas Community College District may differ. Consult with your immediate supervisor to confirm appropriate separation date.

_____ **Identification Card**

Return your identification card to your immediate supervisor.

_____ **Information Technology – Computer Hardware**

All computer hardware (e.g., laptop computers, etc.) must be returned to the college. Attach the completed “Request to Revoke Access to Administrative Systems” form to the Separation Checklist.

_____ **Information Technology – Computer Software**

Access to computer software (e.g., Banner, etc.) must be relinquished except for college issued electronic mail accounts upon retirement and receipt of emeritus status by the Chabot-Las Positas Community College District. Attach the “Request to Revoke Access to Administrative Systems” form to the Separation Checklist.

_____ **Keys (including Building, Classroom, Mailbox, Office, Scanner, Security, and Vehicle)**

Return all keys to the Las Positas College Office of Campus Safety and Security. Exceptions to this rule must be made in writing and must be approved by your immediate supervisor and the appropriate vice president. Attach the completed “LPC Request for Room Key(s)” form to the Separation Checklist.

_____ **Parking Permit**

Return parking permit to the Las Positas College Office of Campus Safety and Security except upon retirement and receipt of emeritus status by the Chabot-Las Positas Community College District.

_____ **Property**

All college property (e.g., books, cabinets, equipment, files, keys, manuals, office supplies, tools, uniforms, vehicles, etc.) must be returned to the appropriate issuing college entity or immediate supervisor.

Signature of Employee: _____

Date: _____

Signature of Supervisor: _____

Date: _____