

### **Employee Separation from District**

All employees terminating service with the District, or who will be experiencing a break in service in excess of one year, shall be required to have met all their obligations to the District. As proof that they have met such obligations, they shall obtain signatures on a form provided for this purpose by the District. Such obligations shall include, but not be limited to, the following: reporting of grades; return of all library material; return of all audio-visual and computer equipment; return of media material; return of all keys issued by the college; return of parking cards and permits.

To implement this regulation:

1. The District Check-Out List will be available in all division chair and administrative offices.
2. Forms are to be completed prior to the employee's final day of employment.
3. Forms are to be turned into the Human Resources Office for all regular employees, the Instructional Services Office for all part-time faculty, or the Dean's Office for all employees working at the Adult and Community Training Center. Forms collected by the Instructional Services Office and the Adult and Community Training Center shall be forwarded to Human Resources.

Adopted: 11/13/01

Revised: 9/12/02