



Office of Administrative Services Separation Checklist for Personnel Resignations and Retirements

The Separation Checklist form should be used when an employee plans to resign or retire from the college. This form is to be completed by the employee’s supervisor, in conjunction with the resigning or retiring employee, at least two (2) weeks prior to the separation date or last scheduled work day at the college, whichever comes first. Completed forms are due to Administrative Services with all supporting documentation attached.

Name of Employee: _____ ID Number (W#): _____

Job Title: _____ Division: _____

Separation Date*: _____ Phone: _____

Mailing Address: _____

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

Employee Separation Checklist

- Identification Card**
Return your ID card to your immediate supervisor.
- Information Technology – Computer Hardware**
All computer hardware (e.g. laptops, mice, monitors, etc.) must be returned to the college.
- Information Technology – Computer Software**
Access to computer software (e.g. Banner, etc.) must be relinquished. Attach the **Request to Revoke Access to Administrative Systems** form to this checklist.
- Keys (including keys to buildings, classrooms, offices, mailbox, and campus vehicles)**
Return all keys and keycards to the LPC Campus Safety Office. Mailbox keys must be returned to the Information Desk in the lobby of building 1600.
- Parking Permit**
Notify Campus Safety to remove all registered vehicles for the employee from the parking permit system. Retirees who receive Emeritus Status may apply for an Emeritus parking permit.
- Property**
All college property (e.g. name tags, books, cabinets, equipment, files, manuals, office supplies, tools, uniforms, vehicles, etc.) must be returned to the appropriate issuing college entity or immediate supervisor.

By signing below, I confirm that all physical property and electronic access belonging to the college has been returned and relinquished by the resigning or retiring employee.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____