
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: SEPARATION OF EMPLOYMENT

NUMBER: PRO 5-16

REFERENCE: Rules 5.01, 5.07

PAGE 1 OF 1

All resignations (including retirement) should be presented within the designated time period stated in Rules 5.01 and 5.07 to the employee's immediate supervisor. The immediate supervisor will forward the resignation to the Human Resources Manager and the appropriate Vice President and/or Campus Director. The Human Resources Manager will contact the employee to set an appointment for the exiting employee to come into the Human Resources Office for an exit interview. The human Resources Manager will send to the employee the Exit Checklist form for completion and sign-off by the supervisor. The supervisor is to send the completed Exit form to Human Resources.

A terminated employee will be provided with information regarding continuing health benefits (COBRA) by certified mail within fourteen (14) days of the final day of employment. In addition, and unless the employee's pay is direct deposited his or her final paycheck will be mailed via certified mail on the last day of the month of employment. The final paycheck will include payment at the employee's final rate of pay for accrued vacation leave, not to exceed 44 days and accrued sick leave according to Florida Statutes.

The Human Resources Manager will forward the Exit Checklist form to the employee's supervisor. Upon completion, the supervisor will sign the form and return it to the Human Resources Office.

New: 02/17/2000
Revised: 09/29/2009



Lake Sumter State College

EXIT INTERVIEW (Optional)

Employee Name: _____ Title: _____

Department: _____ Supervisor: _____

Date of Hire: _____ Separation Date: _____

Reason for Separation:

Did you receive a copy of your job description and was it discussed with you? Yes _____ No _____

Did your duties reflect your job description? Yes _____ No _____ If no, please explain?

Did you receive reasonable orientation/training in your position? Yes _____ No _____

If no, please explain:

Do you have suggestions that may help LSSC to become a better work place?

Was your salary/benefits package satisfactory? Yes _____ No _____

Comments:

How would you rate your overall working relations with:

Co-workers:	Excellent _____	Good _____	Fair _____	Poor _____
Supervisor:	Excellent _____	Good _____	Fair _____	Poor _____

Comments:

Please return this form directly to the Human Resources Office. Thank you.



Lake Sumter State College

HUMAN RESOURCES OFFICE EXIT CHECKLIST

Employee: _____ Position _____

Supervisor: _____ Dept./Division: _____

Effective Separation Date: _____

It is necessary to complete this form prior to separation from Lake-Sumter State College. The exit checklist form must be returned to the Office of Human Resources prior to last day of employment.

The employee's final paycheck will be authorized only upon completion and return of this form to the Human Resources Office.

Question	Yes	No	N/A	Remarks
1. (a) Has the employee fulfilled all requirements and obligations of his or her position, or informer! supervisor of any unfinished projects? (b) Has mailroom been notified of employee's separation?				
2. (a) Property Managers Only: Has the employee conducted a change of custodian property control inventory and resolved all discrepancies, if any? (b) Has the employee returned all College property (i.e. cell phones, lap tops, tools, etc.)?				
3. Has the employee returned all College keys? (Office/Vehicle/Building/Special Use)				
4. Have all Library materials been returned?				
5. Has the employee returned all materials borrowed from the Media Center?				
6. Has the employee returned the Administrative Procedures, and Board Rules Manuals, or any other manuals issued to them?				
7. Has the employee returned all bank/LSSC issued credit cards to Human Resources?				
8. Has the employee's supervisor notified Information Technology of their separation?				
9. Faculty: Have all grades been submitted to records office?				
10. Has the employee fulfilled all financial obligations to the College?				
11. Does the employee want his or her paycheck(s) mailed to him or her? <input type="checkbox"/> Yes <input type="checkbox"/> No Street Address: _____ City, State, Zip: _____				
12. Why is the employee separating from LSSC? <input type="checkbox"/> Retiring <input type="checkbox"/> Resigning				

I have confirmed that the above statements are accurate.

Employee Signature

Date

Supervisor's Signature

Date



Lake Sumter State College

HUMAN RESOURCES OFFICE TERMINATION CHECKLIST

Employee: _____ Position: _____

Supervisor: _____ Dept./Division: _____

Effective Separation Date: _____

It is necessary to complete this form prior to an employee's termination from Lake-Sumter State College. The termination checklist form must be returned to the Office of Human Resources prior to the last day of employment.

The employee's final paycheck will be authorized only upon completion and return of this form to the Human Resource Office.

Question	Yes	No	N/A	Remarks
1. (a) Has the employee fulfilled all requirements and obligations of his/her position, or informed supervisor of any unfinished projects? (b) Has mailroom been notified of employee's separation?				
2. (a) Property Managers Only: Have you conducted a change of custodian property control inventory and resolved all discrepancies, if any? (b) Has the employee returned all College property (i.e. cell phones, lap tops, tools, etc.)?				
3. Has the employee returned all College keys? (Office/Vehicle/Building/Special Use)				
4. Have all Library materials been returned?				
5. Has the employee returned all materials borrowed from the Media Center?				
6. Has the employee returned the Administrative Procedures, and Board Rules Manuals, or any other manuals issued to him or her?				
7. Has the employee returned all bank/LSSC issued credit cards to Human Resources?				
8. Has the employee's supervisor notified Information Technologies of his or her separation?				
9. Faculty: Have all grades been submitted to records office?				
10. Has the employee fulfilled all financial obligations to the College?				

The above statements are accurate to the best of my knowledge.

Supervisor's Signature Date