



WALTERS STATE COMMUNITY COLLEGE

Checkout Procedure for Full-time & Regular Part-Time Staff

The following procedures shall be completed in connection with termination of employment at this institution.

- I. Terminating employees should submit a resignation in the form of a letter or memorandum to the President with copies to his/her supervisor and vice president, the Vice President for Business Affairs and the Executive Director of Human Resources.
II. The President will send a letter of confirmation to the employee who is terminating employment.
III. All terminating personnel are to visit the offices listed below and receive clearance via full signatures.

Form with sections A-F for clearing items like Library, Campus Police, Department/Division, IET, Business Office, and Human Resources. Includes a SIGNATURE Required for Clearance line.

IV. Submit this form to Human Resources. If an exit interview is requested, then an exit interview form will be completed by Human Resources and filed along with this Checkout Procedure form in the terminating employee's personnel file.

TO BE COMPLETED BY TERMINATING EMPLOYEE: Form with fields for NAME, SSN/WVS ID, TITLE, DEPARTMENT, STREET ADDRESS, PHONE, CITY, COUNTY, STATE, ZIP, EXIT INTERVIEW, and a signature/DATE line.

Realizing that, subsequent to the last working day, employees are not authorized to have in their possession any official records, data and or property belonging to the institution, I certify that all papers and records, including electronic files, as well as pertinent information and data supporting the ongoing function of the unit remain in satisfactory condition and thus are present, available and usable by staff to sustain the ongoing operation of this unit.

Final pay will be made by direct deposit into the account that is currently on file in the Payroll Department.

NOTE: A WSCC retiree parking permit, valid for one year, is available free of charge from Campus Police. Also, please be aware that, consistent with WSCC Policy 06:40:00, you will no longer have access to your Walters State email account.