



**HUMAN RESOURCES DEPARTMENT
EMPLOYEE EXIT CHECKLIST**

Instructions: For use by employees leaving West Kern Community College District employment. Gather all required signatures below and return this form to the Human Resources Department, Student Services / Administration Building, 2nd Floor.

NAME _____ POSITION _____
DEPARTMENT _____ SEPARATION DATE _____

REQUIRED SIGNATURES: Returned form **must** be complete with all required signatures

- **Supervisor/Dean/Dept. Head/ VP**
(Cell phone, building and office keys etc.) _____
- **IT Department – IT Director**
(Laptop, computer, etc.) _____
- **FACULTY ONLY: Director of Admissions & Records**
(Absence reports, grades, etc.) _____
- **Cafeteria – Food Supervisor**
(Any outstanding balances) _____
- **Bookstore – Bookstore Manager**
(Bookstore rentals, outstanding balances, etc.) _____
- **Library – Circulation Desk**
(Library official for books, etc.) _____
- **Maintenance and Operations – MOT Supervisor**
(Credit card, vehicle keys) _____

ALL PRECEDING CHECKLIST ITEMS MUST BE COMPLETED PRIOR TO RETURNING TO HUMAN RESOURCES.

- **Human Resources**
(Employee ID card and completed checklist) _____

ALL District resource issues MUST be settled or Fiscal Services will make appropriate deductions from your last paycheck.

I have read and acknowledge the above statement.

Employee Signature _____ Date _____