

Seward County Community College

SEPARATION NOTICE

(Complete for all separations)

IMPORTANT: Send form to HR within 3 days upon receipt of resignation (verbal or written) for all employees. Written resignations are preferred.

EMPLOYEE INFORMATION

Employee Name: _____

ID No: _____

SEPARATION INFORMATION

Position: _____

Last Date Worked: _____

Was advanced notice of separation given? Yes No How Long? _____ Eligible for Rehire: Yes No

Reason and Additional Information for Separation (must be specific):

IT/MULTI-MEDIA INFORMATION

(must be completed for all separations)

Will this position be refilled? Yes No

Do you want email forwarded to anyone? Yes No n/a If yes, who? _____

Voice mail will be deleted, where do you want phone calls to be forwarded to if anyone? _____

If college cell phone was provided, has it been turned in? Yes No n/a

Do you want My Documents folder moved to: Supervisor New Employee Neither n/a

Disable all rights to technology? Yes No n/a If no, give reason: _____

The following section needs to be completed for adjunct instructors who complete their class(es) for the semester, as long as the instructor is scheduled to teach the following semester. The above sections needs to be completed if the instructor is not returning for the next fall or spring semester.

COMPLETION OF CONTRACT INFORMATION

(Adjunct Faculty ONLY)

Completion of Contract: Yes No Other (if other, specify below) Semester: Fall Spring Summer Year: _____

Department/Division: AAC Allied Health Business Humanities Math, Science & PE Outreach

SUPERVISOR'S SIGNATURE:

DATE:

Forward COMPLETED form to the Human Resources Office

Revised 4/13/12