

# Seward County Community College ♦ Area Technical School

## 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):

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### 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

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SUPERVISOR'S SIGNATURE:

DATE:

Forward COMPLETED form to the Human Resources Office

Revised 4/13/12