

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE SEPARATION APPROVALS

Effective April 15, 1999

Procedure No. 3-30 (E)

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- (1) Full- and part-time employees who separate their employment with the college are required to obtain a separation approvals form from the Director of Human Resources prior to receiving final pay. To complete this form, an employee must receive signed clearances from the appropriate managers in the following areas:
 - (a) Employee's Administrator--stating that all safety equipment, books, teaching supplies, uniforms, or any other equipment has been returned and that all leave forms have been submitted.
 - (b) Educational Resources Center--stating that all equipment and materials have been returned.
 - (c) Business Office--stating that the employee has no outstanding accounts receivable balances.
 - (d) Public Safety Department--stating that all keys, ID, and parking stickers have been returned.
 - (e) Human Resources Department--stating that all leave forms have been received and leave accumulation balances updated and an exit interview scheduled.
- (2) The release form must be presented by the separating employee to the Director of Human Resources before the final paycheck will be released.
- (3) The Director of Human Resources will inform the Payroll Department of all employee separations within twenty-four hours of receiving documented notice of an employee's separation.