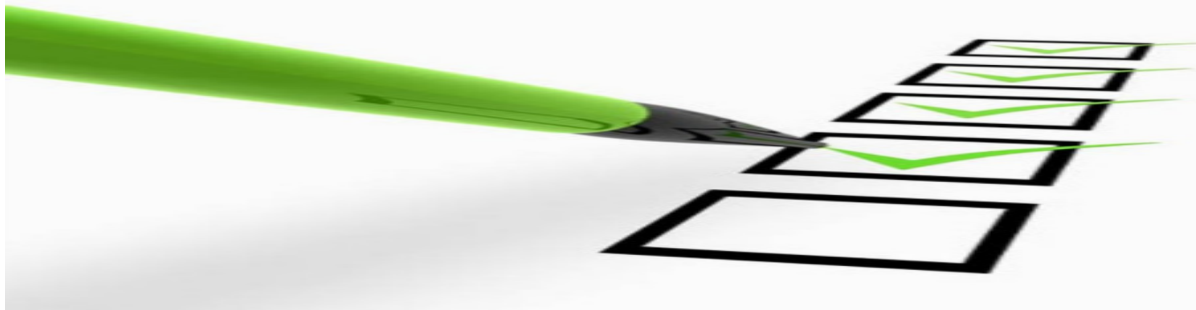




# Termination Process 2018



Natasha Wedley  
Nadia Mingo

# Supervisor's Responsibility



Employee Exit Checklist  
( IT Access)



Personnel Action Form  
(Resignation Letter)

# Employee Exit Checklist



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***Immediately***  
Termination/Resignation

## College Access Removal

College Equipment Returned

College Keys Returned



Link to Form

<http://www.dcc.edu/departments/policy-office/forms>



# Employee Exit Checklist

## Supervisor's Responsibility and Procedures

- All Division and Departmental equipment returned
- Complete an I.T. Helpdesk Request to deactivate the employee's Delgado computer access (Service Now)
- Retrieve ID access card and/or Keys
- If applicable, retrieve P-Card and all purchase receipts



# Employee Exit Checklist

## Supervisor's Responsibility and Procedures

- Visit O.I.T. Building 10, Suite 201 – City Park and return all computer and telecommunication equipment
- See Property Manager Michael Corley, Building 2, Room 110C - City Park for clearance and signature
- Visit Campus Police, Ms. Ross or Ms. Foley Building 1 Annex – City Park to return I.D access card andKeys



# Employee Exit Checklist

## Supervisor's Responsibility and Procedures

- Visit Library resources at the appropriate campus for clearance and signature
- Visit Media services to return all media and audio – visual equipment for clearance and signature
- Visit Bursar Office – Building 2, Room 104 for final payments, clearance and signature



# Employee Exit Checklist

## Supervisor's Responsibility and Procedures

.....Continued

A large, dark red graphic element consisting of two overlapping, slightly curved rectangular shapes that create a layered, ribbon-like effect.

- After completion of the above steps, the supervisor must sign and date the form
- Please submit the completed form to Human Resources for final processing

# Personnel Action Form

- ✓ Timeline – within 48 hrs of last day worked  
... In Advance Resignation/Retirement
- ✓ Relevance – Documentation for Unemployment  
within 72 hrs....forfeit college right to appeal
- ✓ Resignation/Retirement letter from Employee
- ✓ Personnel Action link:  
<http://www.dcc.edu/departments/policy-office/forms/employmentformsandprocedures.aspx>



# Personnel Action Form

Items that MUST be completed for  
Separations

❖ Nature of Action

❖ Date

❖ Name

❖ LOLA/Banner#

# Personnel Action Form

## New Position Details:

- ❖ Campus/Site
- ❖ Division/Department
- ❖ Position Title
- ❖ Banner Position Number
- ❖ FOAPAL Account Number
- ❖ Effective Date

# Personnel Action Form

## Reason for Transaction:

- If Resignation, please include a copy of the resignation letter with the Personnel Action Form**
  
- If Termination, please include ALL corrective action forms and / or documentation**



**Natasha Wedley**

**Ext. 1-3043**

**Nadia Mingo**

**Ext. 1-3039**



## Acknowledgement of Termination Process 2018

I have completed Delgado Community College's class on the Termination Process for 2018. I have had the opportunity to ask questions about the policies, and I understand that any future questions or concerns that I may have regarding Terminations will be answered by the Human Resources Director or his/her designated representative upon request. I agree to and will comply with the policies, procedures and other guidelines set forth in the Termination Process.

I understand that Delgado Community College and/or Louisiana Community & Technical Colleges System(LCTCS) reserves the right to change, modify, or abolish any or all of the policies and regulations contained or described in the training as it deems appropriate at any time, with or without notice.

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Employee Name/Department

**Printed**

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Employee Signature/ Date

**Signed**