

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	TERMINATION OF EMPLOYMENT - CHECKLIST	Procedure Number: 3-3-108.2
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	8-8-100	
Governing ATC Policy:	3-3-108	

Approved: *Jusan Alvinson* President
Dennis L. Roy Vice President of Administrative Services

Date Adopted: 02/11/2008
Date Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

A termination checklist will be discussed with the terminating employee by the Human Resources representative. Not all items may be applicable to each employee. A Termination checklist will ensure that the employee has been briefed on their termination of benefits and that all property and records of the institution have been returned. Information required on termination checklist may vary according to individual College policies, procedures, and directives.

Procedure Review		
Review Date	Reviewed By	Date Completed
02/11/2013		



Clearance Checklist for Separating Employees

Employee Name: _____ **Position:** _____ **Last Day:** _____

All terminating employees are required to have the authorized person sign his/her name in the space provided below. Please make sure the completed checklist is on file with the Human Resources Director before you leave the campus. IF TRANSFERING TO ANOTHER STATE AGENCY, THEN WHERE: _____ AND ON WHAT DATE: _____.

- | | | |
|-------|----------------------------|--|
| _____ | Division Head / Supervisor | For exit interview |
| _____ | Vice President | For exit interview |
| _____ | President | For exit interview |
| _____ | Business Office | For Key Return, Parking pass. |
| _____ | Purchasing / Telephones | Credit Cards, Pagers, Outstanding PO's, Voice Mail, etc. |
| _____ | Safety/Security | Security Codes, Parking tickets. |
| _____ | Inventory Control | Transfer of equipment custody, Mail. |
| _____ | Payroll | Change of address, Leave balance. |
| _____ | Human Resources | Cobra, Insurance, Leave Transfer, Employee ID. |
| _____ | ISM Director | Cancellation of email, security passwords. |
| _____ | Librarian | For any book and media equipment returns. |

Signature of Employee

Date

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