Office of Human Resources

EXIT CHECKLIST

Instructions: For use by employees leaving Long Beach Community College District employment. Gather all required signatures below and return this form to the Office of Human Resources (T-1045).

NAME____________________________________________________EMPLOYEE ID #_________________________
POSITION________________________________DEPARTMENT________________________________
TERMINATION DATE__________________________________________

REQUIRED SIGNATURES: Returned form must be complete with all required signatures

- Supervisor/Dean/Dept Head
  (Cell phone, pager, laptop, computer, procurement card, FLSA report, etc.) ____________________________
- Library – Building L, Circulation Desk (Library Official for books, etc.) ________________________________
- Cashier’s Office – Building A (Gas credit card, conference, etc.) _________________________________
- Building Keys/Omni Code(s), Vehicle Keys – Building Z (Facilities) ________________________________
- FACULTY ONLY: Dean of Admissions and Records – Building N
  (Absence reports, grades, etc.) ________________________________

ALL PRECEDING CHECKLIST ITEMS MUST BE COMPLETED PRIOR TO RETURNING TO HUMAN RESOURCES.

- Human Resources – T-1045
  (Employee ID card, parking permit, completed checklist) ________________________________

ALL District resource issues MUST be settled or Fiscal Operations will make appropriate deductions from your last paycheck.

I have read and acknowledge the above statement.

Employee Signature ________________________________ Date ____________________