



**JOHNSON COUNTY
COMMUNITY COLLEGE**

12345 College Blvd.
Overland Park, KS 66210-1299
913-469-8500

EMPLOYMENT SEPARATION FORM

Submit to: GEB 274 or jcccjobs@jccc.edu

INSTRUCTIONS: An employee or his/her supervisor must complete this form when the employee changes positions or separates employment at JCCC, and submit to Human Resources.

Employee Name

JCCC ID Number

Position

Division/Department

Direct Supervisor

Last day of employment: _____
(Month) (Day) (Year)

Note: The effective date of separation must be a regularly scheduled work day for the position and cannot fall on a holiday unless a specific exception has been granted by HR.

This employment action represents (Please mark one):

- Separation of all employment at JCCC.
- Separation of the listed position(s) only.
- Reassignment to another position at JCCC. (Please indicate reassignment below.)

COMMENTS/REASONS:

Employee's Signature

Date

Direct Supervisor's Signature

Date

NOTICE TO SEPARATING EMPLOYEE:

Human Resources welcomes any feedback or discussion related to your employment at the College through the exit interview process. If you would like to schedule an in-person exit interview with a Human Resources employee, and/or if you have any questions concerning your final paycheck or the completion of the offboarding tasks, please contact the Office of Human Resources in GEB 274, or at jcccjobs@jccc.edu or 913-469-3877.

To ensure completion of Employee Offboarding tasks, this Employee Separation Form must be received in Human Resources (GEB 274) prior to the last day on campus. Your employee email access will terminate at 5 p.m. Central on your last physical day of work on campus.

College Personnel Policies provide that resignations may be accepted by the Office of Human Resources and presented to the Board of Trustees for ratification. Regardless of such acceptance and ratification, an employee resignation is valid and binding upon submission.

For use by JCCC Human Resources Only:

ACCEPTED BY: _____
Human Resources Representative

Date