

# MEMORANDUM – Exit Packet (Part-time Employees)

**TO:** Leader  
**FROM:** Human Resources  
**SUBJECT:** Exit Packet for Your Departing Part-Time Employee

A termination **Electronic Personnel Action Form** (EPAF) must be completed with all pertinent information and the date of departure as soon as you are aware that a separation is taking place. This Exit Packet is to be used to facilitate the exit process when a part-time employee is leaving the College either by voluntary or involuntary separation.

The leader (or designee) will notify the following departments that the employee is exiting and you will collect any property issued to the employee by San Jacinto College.

IT issued Phones/Pagers – Coordinator, IT Procurement x2682  
All other phones – Purchasing x6117  
ITS Issued Laptops – [TechSupport](#) x6137  
Keys – Locksmith x2836 or x2775

It will be the responsibility of the leader (or designee) to ensure that all property is collected. If there is no immediate leader, the next leader in the chain of command will assume the responsibility.

An Employee Exit Checklist is provided for you to complete and return to Human Resources. For **involuntary separations**, complete the exit process on the last day of employment as soon as the employee has been notified. For **voluntary separations**, complete the exit process as soon as practical but no later than three business days from the last day of employment.

The following documents (**if applicable**) should be submitted to Human Resources along with the completed Employee Exit Checklist to complete the exit process:

- A resignation/retirement letter (must be attached for voluntary separations)
- Confidential exit questionnaire (voluntary - see below)

The **Confidential Exit Questionnaire** should be given to any employee that is **voluntarily** separating from the College. While the data on this form may be useful and the employee certainly is encouraged to respond, the completion of this form is optional and may be completed after departure. The information gained may be used to propose changes needed to encourage other productive employees to remain with the College. All responses will be used in a confidential manner to bring about a better workplace. The exiting employee may also elect to complete the **Confidential Exit Questionnaire** with Human Resources by scheduling an appointment by calling ext. 6115.

If you have any questions concerning the completion of these forms, please contact the Human Resources Office immediately at ext. 6115.

**PART-TIME EMPLOYEE EXIT CHECKLIST**

**Name:** \_\_\_\_\_

**G#:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Position:** \_\_\_\_\_

The following items were received from the above employee at the time of his/her departure:  
(Please initial where appropriate.)

- |       |   |       |  |
|-------|---|-------|--|
| _____ | Laptop or other equipment issued by ITS |       |  |
| _____ | Cell phone                              | _____ | Keys   |
| _____ | Security access card                    | _____ | Employee identification badge                                |
| _____ | P-card                                  | _____ | Grade Books  |
| _____ | Library Books                           | _____ | Balance U Tracking Equipment<br>– issued by Wellness program |
| _____ | Other (Please list)                     |       |  |
| _____ | Any other college-issued items          |       |  |

Marketing notified if employee is:

\_\_\_\_\_ Web Content Owner

\_\_\_\_\_ Social Media Content Owner

If the employee has a new forwarding address, email or phone number, please ask the employee to email the updated information to [hr@sjcd.edu](mailto:hr@sjcd.edu) for processing.

**CONFIDENTIAL EXIT QUESTIONNAIRE**

***Voluntary separation only***

Name: \_\_\_\_\_ G #: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

**For All Employees:**

Please list the reason you are leaving your current position?

\_\_\_\_\_

What were the most important factors in deciding to take a new position? Salary? Benefits? Time off? Other? Please explain.

\_\_\_\_\_

If leaving to work for another employer, is there anything the new employer offers that San Jacinto College does not currently provide?

\_\_\_\_\_

Was there anything especially challenging that you experienced at the College?

\_\_\_\_\_

Was your departmental leadership effective? Please explain.

\_\_\_\_\_

Did you have adequate opportunities to communicate with your departmental leadership in their role? Please explain.

\_\_\_\_\_

Did you have adequate opportunities to communicate with your departmental leadership? Please explain.

\_\_\_\_\_

Was the level of work-life balance appropriate for you? Please explain.

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What did you like best about working at San Jacinto College?

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What did you like least about working at San Jacinto College?

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Would you consider working for San Jacinto College again in the future?

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Would you recommend San Jacinto College to prospective employees? If not, please explain.

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Do you have any suggestions for improvement or change?

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**For Faculty:**

What do you perceive to be the most critical issues in faculty development and retention?  
(Please explain each that applies.)

Examples may include:

- Teaching load
- Professional development support
- More time/support for academic pursuits
- Other (please specify)

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