

MEMORANDUM – Exit Packet

TO: Employee
FROM: Human Resources
SUBJECT: Information regarding your exit

Your leader has informed Human Resources that you will be leaving San Jacinto College. As you prepare to exit, your leader or designee will collect various items that may have been issued to you during your course of employment with the College.

You will be asked to return the following items (if applicable):

- | | | | |
|-------|---|-------|--|
| _____ | 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
– issued by Wellness program |
| _____ | Other (Please list) | | |
| _____ | Any other college-issued items | | |

If you have a new forwarding address, email or phone number, please email the updated information to hr@sjcd.edu for processing.

A **Confidential Exit Questionnaire** is provided to you in this packet. You are encouraged to respond. 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. You may complete the **Confidential Exit Questionnaire** with your leader or with Human Resources by scheduling an appointment by calling ext. 6115.

A Sick Leave Bank Donation Form is included in this packet and has also been provided to your leader. You may complete this form and return it to your leader for processing.

If you have any questions about the exit process, please contact your leader.

Thank you for your service to San Jacinto College.

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.

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

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

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

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

Do you have any suggestions for improvement or change?

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)

SICK LEAVE BANK DONATION FORM

I, _____, voluntarily request that _____ hours of my
(please print name)

sick hours be deducted from my accrued sick leave and be donated to the Sick Leave Bank.

I understand that this is a voluntary transfer of my designated sick leave hours to the Sick Leave Bank. I understand that the sick leave contributed to the Sick Leave Bank may not be designated for use by a particular employee.

For terminating employees: *As a terminating employee, I understand that I may voluntarily donate the balance of my sick leave hours to the Sick Leave Bank.*

Signature: _____

G#: _____

Date: _____

Upon completion of this form, please attach this document to the exit workflow system for processing by the Human Resources Office