

HUMAN RESOURCES EMPLOYEE SEPARATION FORM

NAME (Print):	EMPLOYEE Banner ID:	HIRE DATE:
POSITION TITLE:	DEPARTMENT:	MANAGER/SUPERVISOR NAME:

INSTRUCTIONS (Please read before completing the form):

1. Employee shall notify their manager/supervisor of their resignation or retirement prior to or concurrent with notification to Human Resources.
2. Employee shall complete this form and route it to individuals listed below for signature. Forward completed form to HR for separation processing, a District Property Separation Checklist and Employee Separation Survey will be provided (if applicable).
3. Contact Benefits at (909) 274-4225 to schedule a meeting to review your health & welfare benefits (if applicable).
4. To obtain detailed information regarding your retirement, contact the appropriate agency listed below:
 - a. CalPERS: <http://www.calpers.ca.gov/> or call 888-225-7377
 - b. CalSTRS: <http://www.calstrs.com/> or call 800-228-5453
 - c. MetLife (Social Security Alternative Plan): <https://www.metlife.com> (Group Annuities) or call 800-560-5001
5. Complete the following section(s). **Note: If retiring, complete both the Resignation and Retirement sections.**

<input type="checkbox"/> RESIGNATION:	<input type="checkbox"/> RETIREMENT:
Date of Resignation: _____	Date of Retirement*: _____
Last day of Paid work: _____	
Reason for Resignation: _____	<i>*Use date as specified by your retirement system. Retirement date must be at least one day after date of resignation</i>

6. Do you intend to continue to work for the District in another capacity (e.g. adjunct)? Yes No Position: _____

7. Provide future contact information necessary for mailing W-2 tax form and other important information:

Address: _____
Street City State Zip

Telephone Number: _____ Email: _____

By my signature below, I certify the information furnished herein, and I hereby give notice of my separation as a Mt. San Antonio Community College District employee. I understand that in accordance with AP 7350, resignations accepted by the College President/CEO are final and may not be rescinded.

Employee's signature: _____ Date: _____

Required Acceptance/Approval Signatures:

Manager/Supervisor: _____ Date: _____

Vice President: _____ Date: _____

President/CEO or Designee: _____ Date: _____

For Human Resources Use Only			
Entitled to: Lifetime Medical Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dependent Lifetime Medical Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Board Approved: _____	Benefit Specialist Verified/Date: _____		
Copy to: HR Benefits _____	Payroll _____	Fiscal _____	Employee _____