



## Instructional (Full time/Part-time)

### Employee Separation Responsibilities

(You are responsible for all checked areas)

Employee \_\_\_\_\_ CUNY ID \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Date of Retirement/ Resignation \_\_\_\_\_ (To be entered by HR Representative)

1. A letter of intention to retire/resign must be sent to the Provost and /or department Chairperson with a copy to Human Resources (A201):
2. All absence reports must be submitted to the Office of Human Resources (A201):
3. All College Keys must be returned to Buildings and Grounds (P220):
4. Kingsborough Community College ID card must be returned to Human Resources (A201):  
 Rosanne Scalice  Jennifer McLinden  Patricia Romano  Sheena Williams
5. Kingsborough Community College Parking Permit must be returned to Bursar (A205):
6. All Library Books must be returned to Library (L201):
7. All Laptops and/or electronic devices must be returned to IT Dept (L117A):
8. Return college property to your department:
9. All roster and grade sheets must be turned into the office of the Academic Affairs & Provost (A218):  
 Dean Catherine Leaker
9. If you wish to have subsequent checks/stubs mailed, self-addressed stamped envelopes must be left with Payroll Distribution (A205).
9. All Personal belongings should be removed from your office by close of business on your resignation date.
11. **Please notify Human Resources of any change of address after separation. Form may be obtained from the Human Resource Office at room A201 or may be downloaded from website at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu).**

<b>Clearance</b>	
1. A representative from B & G will sign when keys are returned.	
Signature _____	Date _____
2. A representative of the department will sign when college property has been returned.	
Signature _____	Date _____
3. A representative of the office of the Dean of Faculty will sign when roster and grade sheets are turned in.	
Signature _____	Date _____
4. A representative of the IT Dept. will confirm that employee is not in possession of any loaned laptops.	
Signature _____	Date _____

**NOTE: PLEASE BE ADVISED THAT REMAINING PAYROLL CHECKS MAY BE WITHHELD UNTIL THE REQUIREMENTS NOTED ABOVE HAVE BEEN MET.**

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE  
DATE  
**Completed form should be returned to the Office of Human Resources, A-201.**

## Employee Exit Survey Program

Dear Departing Colleague,

As someone who is leaving our campus or unit, you are in a unique position to provide feedback about issues of concern to our employees. This is true regardless of your reasons for leaving, and whether or not you are staying within the CUNY system.

CUNY has engaged an independent research company, ModernThink, LLC, to administer exit surveys to departing full-time faculty and staff. The survey was developed to better understand your reasons for leaving and solicit your feedback on issues impacting CUNY employees. The survey has a series of multiple choice questions, demographic questions, and also a section where you may leave written comments.

To maintain confidentiality, ModernThink will be contacting you directly with a survey link and password. The email will be sent from [surveys@modernthink.net](mailto:surveys@modernthink.net), if you need to adjust your “spam filter”. You will receive an email at both your campus email address (if you have not officially departed) and an alternate email where you can be reached after leaving. ModernThink will also provide you with detailed instructions and contact information for their Help Desk. If you do not receive an invitation, please contact your campus Human Resources Department. As an alternative, you may contact CUNY’s Office of Recruitment at Diversity at [ord@cuny.edu](mailto:ord@cuny.edu).

You will be asked for an external contact email address as part of the exit process. You may decline to provide it, and once ModernThink contacts you, they provide the option for you to opt out at that time. ModernThink will not use your contact information for any other purpose and purges its email addresses periodically. Your responses will not be linked back to your contact information.

Please note that if there are specific issues or incidents you wish to discuss directly, you may still contact one of the following to communicate directly: your campus Human Resources Department, Chief Diversity Officer, ADA Coordinator, Title IX Coordinator, or other responsible party.

Thank you for your participation. We wish you much success in your future endeavors.

### Employee Exit Survey – Contact Information

Employee Name:

Title:

Last Day of Work:

CUNY email:

Alternate Contact Email: