

LUNA COMMUNITY COLLEGE EMPLOYEE CLEARANCE FORM

Employees leaving LCC employment must complete this **clearance** form **before** or **on the last day** of employment. Employee is responsible for obtaining clearance form and necessary signatures. Employee must obtain all necessary signatures before returning completed form to the Human Resources Department.

EMPLOYEE NAME: _____ SS# _____ ID# _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ WORK#: _____ LCC OFFICE EXT: _____ DEPT: _____

LAST DAY OF EMPLOYMENT: _____ DEPT TRANSFER: _____

The following clearance and approvals must be obtained before Business Office Clearance.

Distance Education:
(Equipment) _____
Larry Paiz, Instructional Designer _____ Date _____

Learning Resource Center:
(Checked out Library Materials,
i.e. Books, Periodicals, etc.) _____
Linda Salazar, Manager _____ Date _____

Early Childhood Daycare: _____
Tycie Jackson, Director _____ Date _____

Information Technology Services:
(Computer Clearance/Email/
Telephone, etc.) _____
Jeff Gamblin, Director _____ Date _____

Employee Department Clearance:
(Equipment/Other LCC Property) _____
Department Head/Director/Supervisor _____ Date _____

Business Office Clearance: _____
_____ Date _____

Facilities Management Clearance:
(Equipment/Keys) _____
Matthew Griego, Physical Plant Director _____ Date _____

I, the undersigned employee, authorize LCC to deduct the full unpaid balance of all debts owed to the College from any wages or other monies owed to me by the College at the time of my separation. If the foregoing deductions are not made for whatever reason, I promise to repay the remaining balance in cash or by certified or cashier's check no later than the final day of my active employment. If I fail for any reason to make timely repayment of the debt, then I further agree and promise to pay the College the reasonable costs and fees, if any, incurred by the College in collecting the unpaid balance, including collection agency and or attorney's fees.

NOTE: Final paycheck from LCC will not be directly deposited to your bank or financial institution. This paycheck must be picked up from the Human Resources Office, or it can be mailed upon written request to Human Resources.

**Date Clearance Form & Staff/Faculty ID Card
returned to Human Resources Department**

Employee Signature

Human Resources Signature

Date

Date