

## 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.) \_\_\_\_\_  
Greg Salazar, Director \_\_\_\_\_ Date \_\_\_\_\_

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

Business Office Clearance: \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

Facilities Management Clearance:  
(Equipment/Keys) \_\_\_\_\_  
Matthew Cordova, 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**