

For employees leaving the college, the following procedures may apply:

- Supervisor must inform HR of the termination, including providing a resignation letter, if applicable, and the last day of employment.
- HR will terminate the employee's employment on the date provided
 - HR will contact the employee for an exit interview (optional)
 - HR will initiate termination of Lafayette email and network access
 - HR will communicate with the employee regarding terminating benefits and COBRA coverage, if applicable
 - Building access will cease based on the termination date.
- Supervisor submits help desk ticket:
 - if a message is requested for employee's email response.
 - If voice mail is to be inactivated and/or calls forwarded.
- Supervisor should meet with the Employee on their last day with the college:
 - Collect any college-owned equipment (laptop, monitor, P-card, etc.)
- Supervisor should contact ITS to pick up Laptop and related equipment