RESIGNATION / RETIREMENT / TERMINATION (PINK FORM)

I, _____, EMPLOYEE ID _____, OF

_____, _____
DEPARTMENT & COST CENTER JOB TITLE

HEREBY RESIGN OR RETIRE EFFECTIVE _____.
DATE

PLEASE SELECT A REASON BELOW. REASONS ARE USED IN DETERMINATION OF UNEMPLOYMENT BENEFITS, REPORTED TO THE BOARD OF TRUSTEES, AND CODED IN PJC'S PERSONNEL SYSTEM.

[ ] RETIREMENT [ ] OBTAINED OTHER EMPLOYMENT [ ] RELOCATION

[ ] PURSUE EDUCATION [ ] PERSONAL/FAMILY REASONS

EMPLOYEE SIGNATURE _____ DATE_____

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TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR IN THE ABSENCE OF THE EMPLOYEE, OR WHEN TERMINATION OF EMPLOYMENT OCCURS.

_____, IS HEREBY TERMINATED FROM THE POSITION
EMPLOYEE NAME & ID

OF _____, _____
JOB TITLE DEPARTMENT & COST CENTER

EFFECTIVE _____.
DATE

PLEASE SELECT A REASON BELOW. REASONS ARE USED IN DETERMINATION OF UNEMPLOYMENT BENEFITS, REPORTED TO THE BOARD OF TRUSTEES, AND CODED IN PJC'S PERSONNEL SYSTEM.

[ ] DISCHARGED FOR CAUSE [ ] UNSATISFACTORY PERFORMANCE

[ ] NOT RETAINED DURING PROBATIONARY PERIOD [ ] JOB ABANDONMENT

[ ] EMPLOYMENT CONTRACT NOT RENEWED [ ] REDUCTION IN FORCE

[ ] END OF CONTRACT/GRANT FUNDING

(THE BELOW SIGNATURES ARE REQUIRED FOR ALL TERMINATION REASONS):

IMMEDIATE SUPERVISOR_____

SENIOR LEVEL ADMINISTRATOR_____

PRESIDENT_____

RETURN COMPLETED FORM TO HUMAN RESOURCES. COPY TO PAYROLL DEPARTMENT AND EMPLOYEE'S FILE.

REV. 06/09

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