



Policies and Procedures Office

Directions for Completing the Separation Checklist for CNM Employees

This form is to be completed by all employees separating from (ending employment with) CNM. The form is designed to assist both the employee and the College in providing a smooth exiting process. By using this form the employee will be able to take advantage of benefits such as health insurance, reimbursement of retirement contributions, etc. This form also allows the College to eliminate personal liability with responsibilities and access related to purchasing, keys, computer identification codes, etc.

- 1. As soon as the employee has given notice of intent to sever employment, the department will provide the separating employee with the Separation Checklist for CNM Employees and the Exit Interview Form.
2. The department should complete part A before the employee begins the separation process. The separating employee should be given time off during normal working hours to complete this task. The separating employee and the immediate supervisor will sign the completed form and submit it to Human Resources immediately for processing.
3. As soon as the employee receives the Separation Checklist, he or she may begin the checkout procedures with those departments that do not affect continued employment.
4. A representative from each of the departments identified on this Separation Checklist must sign that the separating employee has been cleared. In no case should the separating employee sign for the departments listed on this form and in no case should the separating employee complete the form by telephone. Those employees separating from the Montoya, South Valley or Rio Rancho Campus may have the immediate supervisor or designee complete the form and sign that the separating employee has been cleared. Department supervisors may sign off after contacting appropriate departments for clearance on items listed on this form that are not applicable to the employee.
5. The Exit Interview form should be completed and returned to Human Resources prior to final departure. The Exit Interview form is voluntary and confidential; however, the information gathered through these interviews will be analyzed and summarized in the annual report to the Associate Vice President for Administrative Services.
6. In cases where the separation is immediate or when the employee has left the College in less than satisfactory circumstances, the supervisor is responsible for ensuring completion of the checklist, noting the employee was unavailable for signature. The form should then be sent to Human Resources for processing.
7. Any questions regarding separation and/or completion of this form should be directed to the Human Resources Department.
8. Call the following numbers to contact, in advance, those departments listed in Part "B" of the Separation Check List:

- Computer Information Technology (CIT) 224-3020
Human Resources 224-4600
Library Services 224-3274 (Main)
. 224-5721 (Montoya)
Payroll 224-4444
Purchasing 224-4546

Security Office 224-4632

Telecommunications 224-3004