

Fort Berthold Community College



STAFF EXIT INTERVIEW

Employee Name: _____

Date: _____

Business Office/Other

1. Request a printout regarding all unpaid FBCC travel etc.

(Personnel Manual) – All outstanding debts will be deducted from employee's final paycheck.

Accounts Payable _____ (Signature)

2. Explain how unused leave will be handled.

(Faculty Handbook of Rights and Responsibilities)

Payroll _____ (Signature)

3. Explain what benefits the person has, if any, and explain the employee's responsibilities regarding benefit changes after termination. Example: will they still be covered by medical, dental, vision, life, accidental and death policy, retirement, pension etc.,

Payroll _____ (Signature)

4. COBRA Benefits should be offered to the individual.

(Personnel Policy Manual)

Fort Berthold Community College provides each eligible staff with a written description of his or her COBRA rights when they become eligible for coverage under Fort Berthold Community College's health insurance plan. Under COBRA, the staff or beneficiary pays the full cost of coverage at Fort Berthold Community College's group rate, plus an administration fee of \$3.00 a month.

Payroll _____ (Signature)

5. Has all FBCC property been returned?

Student Accounts _____ (Signature)

Book Store _____ (Signature)

Maintenance (keys) _____ (Signature)

Technology Department _____ (Signature)

6. Notes/Comments/Follow-up items

Office

Office checked _____ (Signature)

Inventory equipment _____ (Signature)

Employee Signature _____ Date

Authorized Signature _____ Date