

Return of College Property

When a faculty member or staff member leaves Independence Community College employment, he/she is responsible for the following on or before the last day of employment:

- return all keys for College facilities & equipment to the Maintenance & Facilities department;
- return all College property to department;
- return purchase card to the Business Office and pay any outstanding debts to the college

If the separate employees fails to turn in these items and/or fails to pay any outstanding College debt, those costs may be deducted from their final paycheck.

Effective: 03/01/2021