



SUPERVISOR'S CHECKLIST FOR SEPARATED EMPLOYEE

Employee Name: _____

Department: _____

Title: _____

1. If resigning or retiring, have employee complete Voluntary Resignation Notice (Appendix E, Form 3). A resignation letter may be substituted for the Voluntary Resignation Notice.

Complete N/A

2. Complete Personnel Action Form to remove from payroll and obtain appropriate management signatures.

Complete N/A

3. Send the completed Voluntary Resignation Notice (or resignation letter) and Personnel Action Form) to Human Resources.

Complete N/A

4. Collect all City equipment from employee by the last day of work. Examples Include:

Complete N/A

- Credit Card(s) Cell Phone Vehicle Tablet Laptop Computer
- Pager Radio(s) Key(s) Other Employee ID Card Uniform
- Tools

Weapons (Return to HR)

5. If employee had a Procurement Card, notify the Finance Department of employee's separation. Return all purchase cards/credit cards. Turn in final Purchase card and Expense statement with all receipts.

Complete N/A

6. If the employee used a City vehicle, notify Fleet to disable fuel PIN

Complete N/A

7. Notify IT of the termination date and if they need to

Complete N/A

8. If disabled/deleted email account, do emails need to be routed to someone else?

Complete N/A

If Yes, reroute to Complete N/A



Disable computer access
Class
Laserfiche
Email
Other

Complete N/A
 Complete N/A
 Complete N/A
 Complete N/A
 Complete N/A

9. Do you need access to their H drive

Complete N/A

10. Disable or delete voicemail

Complete N/A

11. Cancel attendance in future training classes, seminars, or meetings as appropriate.

Complete N/A

12. Remove employee's name from Department routing lists.

Complete N/A

13. Other: _____