

# DEPARTMENT OF EMPLOYEE RELATIONS

12/21/2020

## Separation Checklist

**Employee Name:**

**Department/Division:**

**Separation Date:**

**Employee Job Title:**

**Immediate Supervisor Name:**

### ***VOLUNTARY SEPARATIONS - Resigning from Title only or from City Employment:***

1. Ask employee to complete Resignation Form, obtain all signatures, distribute copies accordingly
2. Determine what property needs to be returned
3. Make contact with ITMD and the appropriate Department building security and prepare to remove access to system(s) and building(s)
4. Schedule meeting and conduct exit interview
5. Provide "Benefit Information for Employees Separating from City Service For Reasons OTHER than Retirement" to employee
6. Explain unemployment insurance considerations
7. After the separation, remove email access and building access, coordinate forwarding of calls and emails
8. Notify payroll and ensure payroll records are completed.

### ***INVOLUNTARY SEPARATIONS***

1. If the separation is a termination during probation, complete Termination notice and the Report of Probationary Service and notify the employee.
2. If the separation is a discharge, conduct pre-disciplinary meeting, analyze evidence, prepare discharge documentation and notify the employee.
3. Notification in person is preferred but mailing of the paperwork may be necessary in some cases. When mailing the paperwork, please send both certified mail and regular mail to the employee's home address.
4. Distribute copies accordingly.
5. Provide "Benefit Information for Employees Separating from City Service For Reasons OTHER than Retirement" to employee

6. Explain unemployment considerations
7. Receive property, remove access, and set up forwarding as needed
8. Notify payroll and ensure payroll records are completed.

## **PROPERTY**

Note: Property varies by department, division, and position. Not all positions have all property listed below. DER suggests that departments create specific checklist of property, including electronic access.

- ID Badge – should be deactivated and forwarded to employee’s Supervisor
- Contact Building Security immediately for deactivation of badge
- All security and IT access (all electronic logins specific to the position) should be immediately deactivated
- Pro Card should be taken
- Car Keys, Parking Card Access Badge, Gas Card
- Cell phone and/or pager
- Desk Keys/Office keys/File Cabinet Keys
- All Equipment & Tools/Protective Gear/Clothing
- Laptops/Cameras
- Notify ITMD to set up e-mail forwarding or permanent out of office message
- Set up phone forwarding and/or appropriate voicemail; change password on phone