**Employee Separation Checklist for Supervisors**

**1.       Internal Responsibilities:**

* Upon notification from employee:
	+ Collect resignation letter
	+ Have employee update/create procedures or manuals; save work in common space
	+ Determine transition plan, who will take over what responsibilities in the interim
	+ Consider how to refill vacancy
		- Same job, Reorganize work, Different classification?
		- Update Position Description
		- Use Equitable Hire Tool
	+ Consider organizing a going away celebration
	+ Notify other agency staff
* On employee’s last day
	+ Collect all keys, access cards, ID badge(s), bus pass, p-card, tools, equipment, uniforms, mobile phone, etc.
	+ Have employee clean out personal belongings from work space
	+ Escort employee from the building, if terminated
	+ Disable any Department-specific software access
	+ Update any webpages or documents containing employee’s name
	+ Notify external contacts, as necessary

**2.       Agency Payroll Contact**

* Complete Personnel Action form in Munis with resignation letter attached
* Return employees p-card to Finance
* Submit new requisition in NeoGov with updated Position Description

**3.       Human Resources Contact**

* Forward resignation letter/Personnel file
* Return ID Badge
* Complete Employee Exit Notification Form and forward

**4.       IT Contact**

* Disable access to:
	+ City network
	+ Email
	+ Voicemail