**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