



**EMPLOYEE EXIT CHECKLIST
(Initiated and Completed by Employee's Immediate Supervisor)**

The Supervisor of the exiting employee must notify the Office of Human Resources and initiate this form when they have been notified that an employee will be leaving the district. This form is to be completed no later than the employee's last work day.

RETIRE RESIGN DISCHARGE

To be completed by Supervisor of exiting employee

Today's Date: _____

Employee Name:	Employee ID #	Position:
Address of exiting employee:		City/ZIP
Phone: ()	CCS Department:	

Letter of resignation or retirement submitted to Human Resources? YES NO (if no, please attach copy of resignation)

Exit Date _____

RETURNED ITEMS CHECKLIST – INITIAL AND CHECK ALL THAT APPLY	Employee Initials	Supervisor Initials	Date Returned	Lost	Not Applicable
Building key(s) and/or Building access card					
Office door key(s)					
Filing Cabinet key(s)					
Desk key(s)					
Photo Identification Badge					
Vehicle and/or keys					
Parking card/permit					
Laptop computer (supervisor to ret to IT)					
iPad and/or iPod (supervisor to return to IT)					
Other computer hardware					
Computer flash drive					
Transportation Zonar card					
Fleet blue fuel card					
Pager					
Two way radio					
Other					

CHECKLIST ITEMS RETURNED DATE _____ COST FOR LOST ITEMS IDENTIFIED \$ _____

HAS BUILDING ACCESS CARD BEEN INACTIVATED? IF YES: _____
 If NO: call 5268 for inactivation DATE _____ BY _____

Employee Signature: _____ DATE _____

Supervisor Signature: _____ DATE _____

