

Separation from Employment Checklist

Employee Name

Position Title

Employee Address

Village Email

Employee Home Phone Number

Separation Date

Employee Cell Phone Number

Date Checklist Completed

Employee Personal Email

Personnel File Items:

- ☼ Resignation, release, or termination letter received
- ☼ Supporting termination documents
- ☼ Other? - WRS and such

Communication:

- ☼ Contact the IT Department at the county to disable (or forward) computer email and access
- ☼ Contact Insurance Brokers to inform of separation
- ☼ Contact employees and trustees to inform of separation
- ☼ Update bank information and access codes
- ☼ Update vendor contact information
- ☼ Update voicemail passwords and messages
- ☼ Contact Department of Workforce Unemployment Compensation?
- ☼ Obtain Forwarding Address

Village Issued Items to be Returned:

- ☼ Keys to Public Buildings
- ☼ Protective Equipment
- ☼ Village Cell Phone
- ☼ Timecard for Final Paycheck
- ☼ Business Cards
- ☼ Uniforms
- ☼ Badges
- ☼ Tools
- ☼ Credit/Debit Cards
- ☼ Laptops and other computer equipment
- ☼ Keys to the Village Car
- ☼ Any Village owned books or manuals/disks

*** Upon notification of separation on behalf of the employee, the employee shall ensure all projects are completed and proper instruction is given to the employee(s) assuming the job duties. All Village items must be returned in a timely manner or the cost of the missing items will be deducted from the final paycheck.**

Approved by Village Board 07/08/13