

## EMPLOYEE TERMINATION CHECKLIST FOR SUPERVISORS

Name of Terminating Employee: \_\_\_\_\_

1. Contact the Archdiocesan Archives Office with any electronic and physical records questions.
2. Advise terminating employee that all parish properties will need to be turned in to the supervisor by the last day of work. Collect the following items from the employee and return them to appropriate office. Ensure that the receiving office indicates receipt by initialing after each item.

The following is the property of CCAS and must be surveyed and/or returned:

TYPE	ITEM	RECEIVED BY (or write N/A)
Accounting	Credit Cards	
	Credit Card Receipts	
	Costco & Office Depot Cards	
	Telephone cards	
	Petty cash verification/keys (if custodian)	
Maintenance	Keys	
IT	Closed E-mail Account(s)	
	Laptop Computer	
	Software	
	Printer	
	Modem	
	Cell Phone	

3. Ensure that employee unsubscribes to any list serves he/she belongs to on or before the last day of employment.
4. Advise employee regarding the policy for all terminated employees returning to the parish as visitors: "It is not appropriate for terminated employees to access any parish buildings on their own. Once an individual is no longer a parish employee, he or she must be announced as a guest by the front desk and be escorted like any other visitor while in parish buildings." This should not be viewed in any way as a punitive measure but as an acknowledgement of the change in the former employee's relationship with the parish.
5. Return completed form to the parish office for filing in the personnel file.

Supervisor Name \_\_\_\_\_

Supervisor signature \_\_\_\_\_