

TRANSFER CHECKLIST

FROM EMPLOYEE:

- _____ Resignation letter from employee (voluntary terminations)
- _____ Archives Records Non-Removal Certification
- _____ Employment Verification release (signed by employee)

FROM SUPERVISOR:

- _____ Termination Checklist for Supervisors (see next page)

FROM ADMIN OFFICE:

- _____ Signed Termination/Layoff letter (for involuntary terminations or layoffs)
- _____ PSO/BSO Personnel Action Form
- _____ Send email to IT with term date so computer access can be cut off
- _____ Remind employee of Pay Lag Payback (if taken in 2014)
- _____ Exit Interview
- _____ Move I-9 to terminated binder, write term date on I-9
- _____ Move personnel file contents to regular file folder and file in term drawer
(Include the archives record retention form at the front of their file)
- _____ Remove from website

EMPLOYEE TERMINATION CHECKLIST FOR SUPERVISORS

Name of Terminating Employee: _____

1. Advise terminating employee that all CCAS 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 or department. Ensure that the receiving office or department indicates receipt by initialing after each item.

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

ITEM	RECEIVED BY (or write N/A)
Credit Cards	
Credit Card Receipts	
Costco & Office Depot Cards	
Telephone cards	
Petty cash verification/keys (if custodian)	
ORCA card	
Keys	
Garage door opener	
Parking tag	
Employee to complete Non-Removal form	
Closed E-mail Account(s)	
Laptop Computer	
Software	
Printer	
Modem	
Cell Phone	
Books	
Other, e.g., equipment, videos, etc	
ID Badge	

2. Ensure that employee unsubscribes to any list serves he/she belongs to on or before the last day of employment.
3. 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 the 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.
4. Return completed form to the Parish Office

Supervisor Name _____

Supervisor signature _____

Office signature: _____

Date received: _____