



Employee Separation Checklist to be completed

Name: _____ Job Title: _____

Location: _____ Date of Separation: _____

This checklist outlines employment separation responsibilities for any MetroParks of Butler County Employee. It should be completed on or prior to the employee's last day work. This checklist serves as a guideline.

1. HR/Supervisor must initial or indicate N/A for each checklist item.
2. Separation is complete when steps are completed, and signed form is filed with Human Resources.

| Action Item | Completed By: | Initial and Completion Date: |
|---|----------------------|-------------------------------------|
| Obtain letter of resignation | Supervisor | |
| Complete Separation Notice and forward for signatures | Supervisor | |
| Action Steps following Separation Notice | | |
| • Supervisor will notify Human Resource Manager | Supervisor | |
| • HR will notify Public Safety to confirm Building Keys/Door Access for pick-up/removal | HR | |
| • HR will notify BCEESC via work order regarding Email/Telephone/Server access removal | HR | |
| • HR will notify Supervisor of Financial Services to confirm Credit Cards/Authorize Purchaser/Start-up Cash/MVPs for pick-up/collection | HR | |
| • HR will notify Community Relations regarding Website access removal | HR | |
| | | |
| Items to be returned | | |
| • Collect ID Badge/Name Tag | HR | |
| • Collect department issued keys/door access | HR | |
| • Collect vehicle and vehicle keys | HR | |
| • Collect all company electronics (computer/laptop/tablets/phones) Inventory tag _____ Serial number _____ | HR | |
| • Collect cleaned uniforms (if required) | HR | |
| • Collect work related tools and safety equipment | Supervisor | |
| • Collect credit cards/purchasing cards | HR | |
| • Collect start-up cash/MVP's | HR | |
| • Collect MetroParks Manuals | HR | |
| • Collect MetroParks files/documents | HR | |
| • Collect business cards | HR | |
| • Collect passwords for voicemail and email/computer log-in | HR | |
| • Other: _____ | HR | |
| | | |
| Remove employee's personal items from work space | Supervisor | |
| Final timesheet is completed and forwarded | Supervisor | |
| If needed; change of address | Supervisor | |
| Provide copy of signed checklist to employee on last day worked | HR | |

The signatures below acknowledge that the above listed tasks have been completed to satisfactory specifications.

Human Resources Signature _____ Date Signed _____

Supervisor Signature _____ Date Signed _____