

**DRAFT**

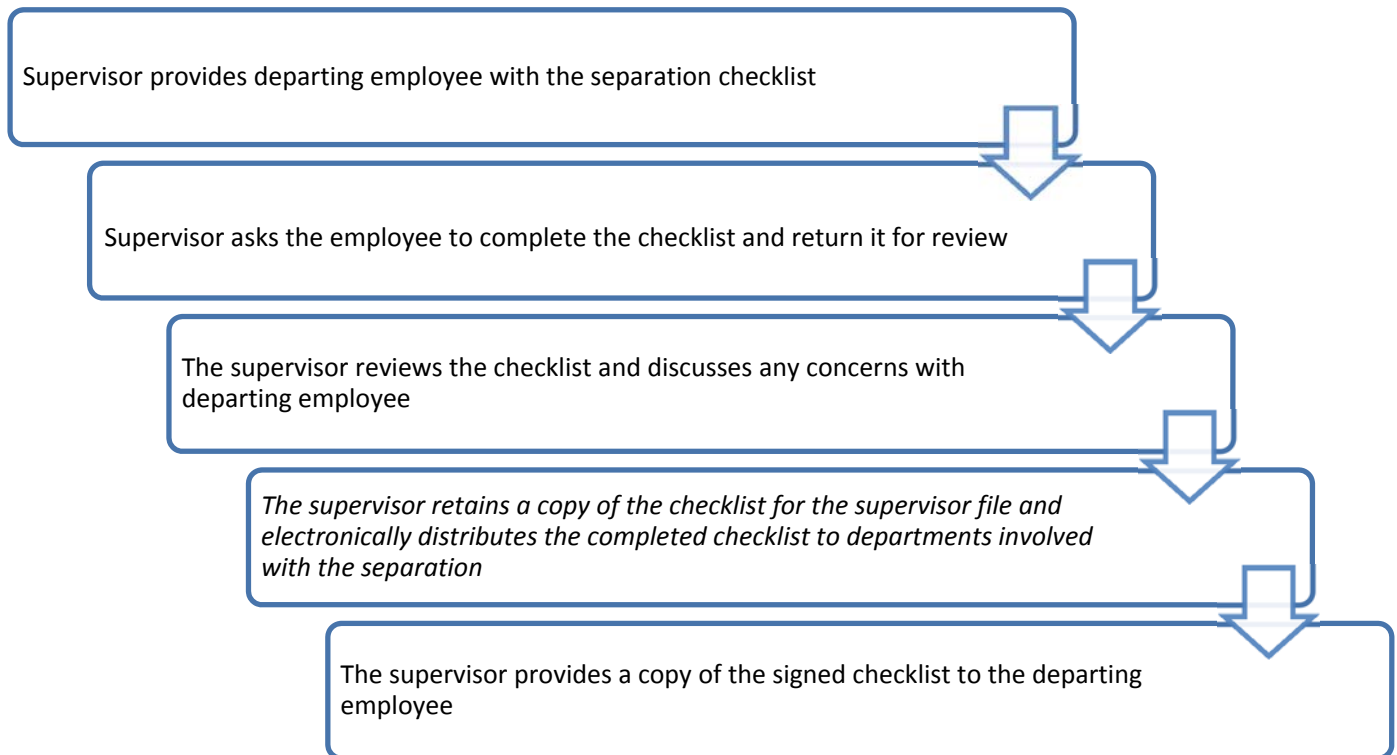
## PRIOR TO EMPLOYEE SEPARATION

The following employee separation process and checklist should be completed by the departing employee and reviewed by their supervisor prior the employee’s separation with UConn (by resignation, retirement, reaching an appointment end-date) or otherwise (by transfer, layoff, or extended leave of absence).

### THE PROCESS

1. A supervisor of a departing employee is to provide the departing employee with a separation checklist (on the following page) 2 weeks prior to the employee’s separation (if possible).
  2. The supervisor then asks the employee to complete the checklist and return it for review.
  3. Upon supervisor review, preferably within 1 business day, should any items of concern arise from the checklist, the supervisor should discuss these items with the departing employee immediately.
  4. Once the checklist has been reviewed, *the supervisor must retain a copy of the checklist for the supervisor file and electronically distribute the completed checklist to departments who are also involved in the employee separation (e.g. UITS, EH&S, HR, & FSLR).*
  5. The supervisor must also provide a copy of the signed checklist to the departing employee. The departing employee should retain this copy for their personal records.
- ➡ *In the case of involuntary termination, supervisors must complete the checklist for the employee and follow-up with Faculty & Staff Labor Relations should there be any items of concern.*

### VISUAL SUMMARY



# EMPLOYEE SEPARATION PROCESS & CHECKLIST

For use by individual employees and supervisors.  
This checklist may be modified to suit business needs.

## THE CHECKLIST

Additional contacts are listed on the checklist for those items that may require special assistance (e.g. Human Resources Benefits Unit). Not all items on this checklist may apply to a given individual. For example, in cases where a person terminates one type of appointment but begins another, some checklist items will not apply and may be left blank.

### EMPLOYEE ACTIONS TO BE COMPLETED BY LAST WORKING DAY

PERSONAL ACTIONS	
<input type="checkbox"/>	<p><b>1. Complete a Letter of Resignation if you are voluntarily resigning or retiring.</b></p> <p>a. Faculty and staff are required to provide notice to the university via their supervisor when resigning or retiring. The notification should be in writing and indicate the following:</p> <ul style="list-style-type: none"> <li>i. Last day of work</li> <li>ii. Reason for resignation</li> <li>iii. Provide forwarding address to your department, if different from current address</li> <li>iv. Date &amp; Signature</li> </ul>
<input type="checkbox"/>	<p><b>2. For members of bargaining units please reference the following for specific notice requirements:</b></p> <p>a. <a href="#">Separation Notice Requirements for Members of Bargaining Units.</a></p>
<input type="checkbox"/>	<p><b>3. Remove all personal items from work areas.</b></p>
<input type="checkbox"/>	<p><b>4. Discuss the status of your work assignments and any pertinent information with your supervisor.</b></p>
<input type="checkbox"/>	<p><b>5. Complete exit questionnaire/confidential interview.</b></p> <p>If you would like to request a confidential, in-person exit interview, please contact the Office of Audit, Compliance and Ethics directly at (860) 486-4526. You may also report any compliance concerns anonymously by contacting the REPORTLINE at 1-888-685-2637.</p> <p>If there are any legal, policy or procedures issues identified during the exit interview, this information will be shared with appropriate individuals.</p>
<input type="checkbox"/>	<p><b>6. Review changes to your benefits.</b></p> <p>a. Human Resources' Benefits Unit will send you a letter about termination/continuation of applicable benefit programs. Call the Benefits line at 860-486-0400 if you have questions about the letter.</p>
<p><b>RETURN ALL UNIVERSITY PROPERTY</b></p>	

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<input type="checkbox"/>	1. Keys (building, office, desk, files, vehicles, lockers, etc.).
<input type="checkbox"/>	2. Parking hang tags/garage card/gate card to Parking Services.
<input type="checkbox"/>	3. Computers/laptops/iPads or other peripheral equipment (e.g., printers, cameras) cellular phones, etc.
<input type="checkbox"/>	4. Records (documents, files, correspondence, etc.).
<input type="checkbox"/>	5. Research/data notebooks (you may retain a copy).
<input type="checkbox"/>	6. Credit/procurement/travel/calling cards and related receipts.
<input type="checkbox"/>	7. Advances & petty cash.
<input type="checkbox"/>	8. Library books, online, DVD, and/or CD media and texts, periodicals.
<input type="checkbox"/>	9. Access cards (e.g., to the university research facilities).
<input type="checkbox"/>	10. Uniforms/gear/tools/instruments/job accessories.
<b>SETTLE OUTSTANDING FINANCIAL OBLIGATIONS</b>	
<input type="checkbox"/>	1. Charges owed to your department.
<input type="checkbox"/>	2. Charges owed to other departments (e.g., Library, Parking, Student Accounts)
<input type="checkbox"/>	3. Reimbursements owed to you (e.g., travel expenses)
<input type="checkbox"/>	4. Union dues (call appropriate union and payroll)
<input type="checkbox"/>	5. Benefit spending accounts (Health Care - Flex)

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<input type="checkbox"/>	<b>6. Community/university charitable campaign</b>
<b>ELECTRONIC RECORDS</b>	
<input type="checkbox"/>	<b>1. Retrieve or delete any personal files/information on your office/home PC, office/department server, lab server, central file space (AFS), etc.</b>
<input type="checkbox"/>	<b>2. Retrieve any university email files, or files on other university email servers and systems, that you wish to retain:</b> <ol style="list-style-type: none"> <li>a. You must have the permission of the appropriate unit administrator to copy any university files or records.</li> <li>b. Files are purged when your email account is closed.</li> </ol>
<input type="checkbox"/>	<b>3. Return (transfer, copy, etc.) to the appropriate unit and/or university administrator(s) any unit or university data files, electronic documents and records, etc. that are stored on your personal work PC or in your personal server file spaces.</b>
<input type="checkbox"/>	<b>4. If you possess sole access rights to an administrative database, software application, information system, etc., that is necessary for program or unit administration or operations, transfer the passwords to the appropriate unit administrator, or arrange for a unit administrator to be given the access needed to assure continued operations.</b>
<input type="checkbox"/>	<b>5. Delete or return any university owned/licensed software that is contained on a home computer. For assistance, contact the technology staff in your college and/or unit. For UConn/email matters, contact the UITS Support Desk at 860-486-HELP.</b>

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<b>ENVIRONMENTAL HEALTH &amp; SAFETY</b>	
<input type="checkbox"/>	<i>If you were responsible for any laboratory or hazardous chemicals, gas cylinders, biological materials (e.g., animal tissue, diagnostic specimens, microorganisms, cultures), bio-hazardous materials (e.g., infectious substances and CDC Select Agents), controlled substances, radiological materials and/or hazardous wastes, provide evidence of consultation with Environmental Health &amp; Safety (EHS) to your supervisor regarding the disposition of these materials.</i>
<b>ATTESTATION</b>	
<i>I attest that I have completed this checklist in good faith and have complied with all the tasks herein.</i>	
	Employee Name: _____ Department: _____
	Unit Head Signature: _____ Date: _____
<b>SUPERVISOR REVIEW &amp; DISTRIBUTION INSTRUCTIONS</b>	
<input type="checkbox"/>	<b>1. Copy document checklist and retain for department file.</b>
<input type="checkbox"/>	<b>2. Send copy to Environmental Health &amp; Safety (EH&amp;S) for determination whether any final EH&amp;S safety measures are required</b>
<input type="checkbox"/>	<b>3. If intellectual property &amp; graduate studies questions/issues have been identified, send a copy of the checklist to the Vice President for Research</b>