

**Checklist for Separation from Employment
by a Member of the Faculty or EPA Staff**

_____ 1. Written Notice of Separation:

_____ Received from employee leaving due to resignation or retirement.

_____ Provided by copy of written acknowledgement of resignation or retirement
by Unit Head/Division Designee.

_____ Provided by appropriate University administrator for expiration of term
appointment, non-reappointment or discontinuation, discharge, or
termination, including referral to the Benefits Office.

_____ 2. Unit Head/Division Designee completes the [Employee Separation Form](#) for
removal from payroll and it automatically routes to Academic Affairs.

_____ 3. Departing employee conducts exit interview with Benefits Office.

_____ 4. Employing unit conducts an inventory of furnishings and equipment in the office,
laboratory, and/or other facilities assigned to the departing employee.

_____ 5. Employing unit checks in or confirms receipt of University equipment and other
property assigned to the departing employee:

_____ Keys to: _____ building
 _____ office
 _____ laboratory
 _____ laboratory
 _____ library carrel
 _____ gym locker
 _____ other: Please specify: _____

_____ 6. Departing employee removes personal files from University computers.

- ____ 7. Employing department assists employee to close E-mail account and arranges to have passwords for desk-top equipment changed.
- ____ 8. Departing employee returns materials borrowed from Atkins Library and from Media Services; and departing faculty member collects personal materials placed on reserve in the Reserve Reading Room of Atkins Library.
- ____ 9. Departing employee removes personal files from University computers.
- ____ 10. Employing department revises class schedule and cancels textbook orders for departing faculty members as appropriate.
- ____ 11. Departing faculty member declines or returns faculty research and other faculty development grants provided by the University.
- ____ 12. Employing unit assists departing employee and the University Office of Research Services to make arrangements for handling ongoing external grants and contracts.
- ____ 13. Employing unit assists departing employee and the University Office of Research Services to make arrangements for termination of existing research studies on file with the Compliance Office.
- ____ 14. Employing unit arranges removal of name plate from office of departing employee.
- ____ 15. Departing employee removes personal property from office/laboratory or other work space, or family representatives of deceased employee are consulted regarding such property.

- ____ 16. Employing unit assists departing employee to cancel personal message in voice mail system and arranges reprogramming to accommodate for new employee.
- ____ 17. Departing employee provides employing unit with instructions for handling mail and telephone calls and provides new addresses for mail and E-mail.
- ____ 18. Departing employee removes parking decal from personal vehicle(s) and returns it with gate key to parking services.
- ____ 19. Departing employee returns University identification card or "one-card" to the Unit Head for inclusion in the departing employee's personnel file.