

EMPLOYEE SEPARATION PROCESS & CHECKLISTS

For use by individual employees and supervisors

Prior to Employee Separation

Departing employees should complete this checklist, and the appropriate supervisor should review it prior the employee's separation from 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 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., ITS, EHS, HR).
 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 Labor Relations should there be any items of concern.*

The Checklists

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>Complete a Letter of Resignation if you are voluntarily resigning or retiring.</p> <p>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> <p>Last day of work</p> <p>Reason for resignation</p> <p>Provide forwarding address to your department, if different from current address</p> <p>Date & Signature</p>
<input type="checkbox"/>	<p>For members of bargaining units please reference the following for specific notice requirements:</p> <p>Separation Notice Requirements for Members of Bargaining Units.</p>

<input type="checkbox"/>	Remove all personal items from work areas.
<input type="checkbox"/>	Discuss the status of your work assignments and any pertinent information with your supervisor.
<input type="checkbox"/>	<p>Review changes to your benefits.</p> <p>Human Resources' Benefits Unit will send you a letter about termination/continuation of applicable benefit programs. Call the Benefits line at 860-486-3034 if you have questions about the letter.</p> <p>Benefits Changes Upon Separation</p>
<input type="checkbox"/>	<p>Review post-employment State Code of Ethics provisions:</p> <p>Ethics Code Provisions for Those Leaving State Service</p>

RETURN ALL UNIVERSITY PROPERTY

<input type="checkbox"/>	Keys (building, office, desk, files, vehicles, lockers, etc.).
<input type="checkbox"/>	Parking hang tags/garage card/gate card to Parking Services.
<input type="checkbox"/>	Computers/laptops/tablets or other peripheral equipment (e.g., printers, cameras) cellular phones, etc.
<input type="checkbox"/>	Records (documents, files, correspondence, etc.).
<input type="checkbox"/>	Research/data notebooks (you may retain a copy).
<input type="checkbox"/>	Advances & petty cash.
<input type="checkbox"/>	Library books, online, DVD, and/or CD media and texts, periodicals.
<input type="checkbox"/>	Access cards (e.g., to the university research facilities).
<input type="checkbox"/>	Uniforms/gear/tools/instruments/job accessories.

SETTLE OUTSTANDING FINANCIAL OBLIGATIONS

<input type="checkbox"/>	Charges owed to your department.
<input type="checkbox"/>	Charges owed to other departments (e.g., Library, Parking, Student Accounts)
<input type="checkbox"/>	Reimbursements owed to you (e.g., travel expenses)
<input type="checkbox"/>	Union dues (call appropriate union and payroll)
<input type="checkbox"/>	Benefit spending accounts (Health Care - Flex)
<input type="checkbox"/>	Community/university charitable campaign

ELECTRONIC RECORDS

<input type="checkbox"/>	Retrieve or delete any personal files/information on your office/home PC, office/department server, lab server, central file space (AFS), etc.
<input type="checkbox"/>	<p>Retrieve any university email files, or files on other university email servers and systems, that you wish to retain:</p> <p>You must have the permission of the appropriate unit administrator to copy any university files or records. Files are purged when your email account is closed.</p>

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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 ITS Support Desk at 860-486-HELP.

ENVIRONMENTAL HEALTH & SAFETY

- 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 & Safety (EHS) to your supervisor regarding the disposition of these materials.*

ATTESTATION

- I attest that I have completed this checklist in good faith and have complied with all the tasks herein.*

Discuss the status of your work assignments and any pertinent information with your supervisor.

Employee Name:

Department:

Unit Head Signature:

Date:

SUPERVISOR REVIEW & DISTRIBUTION INSTRUCTIONS

1. Copy document checklist and retain for department file.
2. Send copy to Environmental Health & Safety (EH&S) for determination whether any final EH&S safety measures are required.
3. If intellectual property & graduate studies questions/issues have been identified, send a copy of the checklist to the Vice President for Research.
4. Send original document to Human Resources for placement in employee's permanent file.

Employee Separation Last Day of Work Checklist

<input type="checkbox"/>	Discuss the status of work assignments and any pertinent information with supervisor.
<input type="checkbox"/>	Return any confidential and all work-related information materials to supervisor.
<input type="checkbox"/>	Review Records Management Information to ensure compliance with UConn's records management policies.
<input type="checkbox"/>	If Department wants separating employee to have access to NetID beyond the 30-day cutoff following separation, they can sponsor an affiliate status. NetID will remain active while on affiliate status.
<input type="checkbox"/>	Settle any outstanding loans or financial obligations with University/Department. These can include but are not limited to credit card balances; travel advances with Accounts Payable (traveladvance@uconn.edu or (860) 486-2068).
<input type="checkbox"/>	Verify and update address in Core-CT. This address will be used for mailing final paystub, W-2, and COBRA notices.
<input type="checkbox"/>	Print any paystubs or W-2 statements from Core-CT for personal retention. Access to Core-CT ends after the UConn Payroll Department processes separation action.
<input type="checkbox"/>	Submit final time-reporting information to supervisor.
<input type="checkbox"/>	Remove personal belongings.
<input type="checkbox"/>	Return any University/Departmental property to supervisor (or department designee).
<input type="checkbox"/>	Keys – building, classroom, office, elevator, storeroom, desk, file cabinets, storage cabinets, lockers, equipment keys, vehicles
<input type="checkbox"/>	Instructional & Laboratory Equipment
<input type="checkbox"/>	University ID Card
<input type="checkbox"/>	Media Equipment
<input type="checkbox"/>	Tools
<input type="checkbox"/>	Manuals and Books
<input type="checkbox"/>	Uniforms
<input type="checkbox"/>	University book, supplies, and materials on loan
<input type="checkbox"/>	Corporate Credit Cards
<input type="checkbox"/>	Course Grade Books
<input type="checkbox"/>	Pagers, telephones, cell phones, telephone calling cards
<input type="checkbox"/>	Office Equipment (such as computer, laptop, calculator)
<input type="checkbox"/>	Badges
<input type="checkbox"/>	Office Supplies
<input type="checkbox"/>	Parking Decal and Permit