

COMMUNITY ACTION TEAM, INC.

Exit Interview Checklist

INFORMATION FOR EMPLOYEE:

Payroll: Final paycheck includes any PL and/or holidays due at departure. Final paychecks will be mailed to the address on record, or arrangements can be made for employee to pick up final paycheck at the fiscal office in St. Helens.

Insurance: The health benefits will terminate the last day of the month in which the employee terminates employment. Employee will be sent information/application packet to apply for COBRA. This is a continuation of health benefits that the employee can self pay in most cases for up to 18 months. Life, disability and employee assistance plans will terminate the last day of the month in which the employee terminates employment.

TSA: If an employee has a TSA set up, this is in his/her name and the employee will continue to receive statements and be in control of this fund. The employee can contact the fiscal office or the company direct for assistance in rolling over or cashing out this fund.

Retirement: If an employee is eligible for retirement contributions, these will end the month the employee's employment is terminated. The employee will continue to receive statements and be in control of this fund. The employee can contact the fiscal office or company direct for assistance in rolling over or cashing out this fund.

INFORMATION/ITEMS FROM EMPLOYEE:

Office keys: _____

Phone password: _____

Computer/internet password: _____

Client files/notes etc. all turned in _____

Cell phone: _____

Petty cash: _____

Reimbursement due employee: _____

EMPLOYEE _____ Date _____

Reviewed by: _____ Date _____

Department: _____ Supervisor/Director: _____

EMPLOYEE SIGNATURE ACKNOWLEDGES COMPLIANCE OF THE ABOVE