

Community Action Team, Inc.
Child & Family Development Programs
Employee Exit Interview and Checklist

Employee attended Exit Interview YES NO (if no, continue to page 3)

Employee Name _____ **Effective Date** _____

The program will make every effort to gather information and updates from staff prior to employee's last day. Information will be noted and submitted with the employee action. Final time sheets must be sent to fiscal immediately to ensure final paychecks are processed.

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.

Employee Signature

Date

Supervisor Signature:

Date

Program Director Signature:

Department:

EMPLOYEE SIGNATURE ACKNOWLEDGES COMPLIANCE OF THE ABOVE

The following items may need to be included and noted on a 1-11 based on position. Be sure to attach the 1-11, and the CAT checklist. Please mark items: N/A for not applicable, Checkmark for completed, or 1-11 if needed for additional notes.

√ Information from all Employee:**√ Additional information from leadership:**

Letter of Resignation attached to 1-52	Petty Cash
Updates on family services	Post office & stamps
Child Plus updates completed	Lockbox, door passcodes
TSG documentation complete	Status of payables, orders, and purchasing needs
Lesson plans status (include upcoming events)	Inventory status
Personal items gathered and removed	Shredding
Updates on BIR/behavior plans	Staff files & PDP's
Keys (building, file cabinets, shed, etc.)	Staff scheduling & PL requests
Passwords and return tablets, cell phones, iTouch	Screenings & equipment
Cell phone and passcode	Community Meetings
Photos/video files downloaded and cleared from tablets, camera, etc.	Community Involvement
	Contracts & MOU's
Files/documents needed transferred to shared folder or jump drive	Standing Agreements
	Grants & donations
Technology (phones, tablets, etc.) returned and signed off by Supervisor	Equipment manuals
	Building maintenance updates
Updates on shopping, procurements, Dirty menus, etc.	Follow-up, to-do list
All receipts and disbursements submitted	Other:
Special notes on equipment/tech used in job	
Other:	

Employee Comments:

For Admin use:

Employee Name _____ **Effective Date** _____

When an employee leaves CAT, please route this checklist and Date/Initial or mark N/A as the exiting employee has been removed from the appropriate systems. Return to Admin when completed.

Date	Task	Position/Back-up	Initials
	Password Tracker Removed from Server and IT notified	Data Technician/Director	
	Email Deactivate	IT	
	Removed from Center Server and/or Computer	IT	
	Removed from Program Calendar	Data Technician/Office Specialist	
	Deactivated from MyTS	Data Technician/Ed. Specialist	
	Deactivated from Ready Rosie	Data Technician/Ed. Specialist	
	Deactivated from Child Plus Access	Data Technician/Quality Assurance	
	Moved to Inactive or Terminated in Child Plus	Data Technician/Quality Assurance	
	Deactivated from ASQ Enterprise	Ed. Specialist/Quality Assurance	
	Remove from Facebook Editor	Office Specialist/Ed. Specialist	