Northland Community and Technical College
Supervisor’s Checklist for Employee Separation

_____ 1. Request a written resignation letter from the employee, provide written acceptance of resignation to employee. Copy Human Resources on employee resignation and supervisor written acceptance.

_____ 2. Discuss with the employee how they would like their departure announced.

_____ 3. Remind the employee to set up an appointment with the Human Resources Department for exit information.

_____ 4. Collect Facility Access Card and/or keys from the employee on the final day and return to appropriate individual.

_____ 5. Collect equipment and return to appropriate department(s):
   _____ Laptop/Laptop Bag/Extra Monitor etc.
   _____ Cell Phone
   _____ Credit Card
   _____ Other ____________________________________________

_____ 6. Supervisor has informed the President’s Office to revoke the employees Delegation of Authority.

_____ 7. Assure that all travel and expense accounts have been completed.

_____ 8. Ensure all library materials have been returned.

_____ 9. Verify with business office there are no outstanding resale invoices.

_____ 10. Discuss with the employee the transition of their current projects, arrange for transfer of electronic files to Supervisor.


_____ 12. Prior to last day of employment, complete a final time sheet and submit via eTimesheet (as applicable). Faculty – adjust FWM assignment as necessary.

_____ 13. Assure employee has cleaned out office and arrange with facilities for any cleaning, repairs, etc of office space. Assure private or confidential files have been secured or removed from office.