

**Area:** Human Resources

**Subject:** HR22 – Staff Exit

**Reference:** SCOE Policy BP 4217.2, 4117.2, 4317.2 Personnel (Resignation)  
SCOE Policy BP 4114 Personnel (Transfers)  
SCOE Policy AR 4117.4 Personnel (Dismissal)

**Policy:** The Staff Exit Checklist is used when a permanent or probationary employee resigns, is dismissed or is transferred out of the Child/Family Services Division. This is also used when an employee will be out on an extended leave or for the end of the work season.

**Procedure:**

## (Resignation and Transfer)

1. Upon written notification of an employee's resignation or transfer out of the CFS Division, the Supervisor will notify the employee that they **MUST** return all SCOE or CFS property issued to them by his/her last work day.
2. On the employee's last work day, the Supervisor will meet with the employee and complete the "SCOE Property Returned" section of the Staff Exit Checklist.
3. The employee and Supervisor will sign the form after all SCOE or CFS property has been returned.
4. Within five working days, the Supervisor will notify the appropriate SCOE or CFS personnel to deactivate any applicable passwords assigned to the employee and remove the employee from internal email distribution lists.
5. After the Supervisor has confirmed that all applicable passwords have been deactivated and the employee has been removed from internal email distribution lists, the Supervisor will check off and sign the "Passwords Deactivated" and/or "Other" sections of the Staff Exit Checklist.
6. Submit completed Checklist to Office Supervisor. Office Supervisor will maintain the Staff Exit Checklist master file.

## (Dismissal)

1. When the employee has been notified that he/she has been dismissed, the Supervisor will accompany the employee to his/her workstation and will complete the "SCOE Property Returned" section of the Staff Exit Checklist.
2. If the employee cannot immediately return any items listed on the Checklist, the employee has three working days to do so. The employee and Supervisor will sign the Checklist for items, thus far, that have been returned.
3. When the employee returns the remaining items on the checklist, the employee and Supervisor will complete a new Staff Exit Checklist indicating the remaining items that have been returned under the "SCOE Property Returned" section. The employee and Supervisor will sign the form.
4. If the employee fails to return SCOE property issued to him/her within the three working days, the Supervisor will notify the Executive Director.
5. Within five working days, the Supervisor will notify the appropriate SCOE or CFS

personnel to deactivate any applicable passwords assigned to the employee and remove the employee from internal email distribution lists.

6. After the Supervisor has confirmed that all applicable passwords have been deactivated and the employee has been removed from internal email distribution lists, the Supervisor will check off and sign the "Passwords Deactivated" and/or "Other" sections of the Staff Exit Checklist.
7. Submit completed Checklist to Office Supervisor. Office Supervisor will maintain the Staff Exit Checklist master file.

(Time Off Work Exceeding Four Weeks)

1. One week before the employee's scheduled time off the Supervisor will notify the employee that they MUST return all SCOE or CFS property issued to them by his/her last work day.
2. On the employee's last work day, the Supervisor will meet with the employee and complete the "SCOE Property Returned" section of the Staff Exit Checklist.
3. The employee and Supervisor will sign the form after all SCOE or CFS property has been returned.
4. Passwords assigned to the employee, SCOE email and internal email distribution lists will not be deactivated.
5. Submit completed Checklist to Office Supervisor. Office Supervisor will maintain the Staff Exit Checklist master file.

**Supervised by:** N/A

**Performed by:** All Supervisory Staff

**Forms needed:** Child/Family Services Division Staff Exit Checklist

**Frequency:** Employee's last day with SCOE or the CFS Division (resignation, transfer, dismissal). At each occurrence (extended leave or leaving for the season).