

# EMPLOYEE TERMINATION CHECKLIST

Central Oregon Community College

(For Supervisor Use)

This checklist is designed to guide supervisors through the process of employee termination at Central Oregon Community College. **It should be reviewed with staff members prior to their departure.** Please send a completed copy of this form to the Office of Human Resources (Newberry, Room #103) for placement in employee's file.

Employee's Name (print):

Title:

Supervisor's Name (print):

*Please check off items:*

1. **THE ITEMS IN THIS SECTION MUST BE COMPLETED WITHIN THREE WORK DAYS of receipt of Notice of Voluntary Resignation:**

- Provide a letter of resignation to the office of Human Resources (original or email to [hr@cocc.edu](mailto:hr@cocc.edu)). If a faculty member, please also notify the VP for Instruction as well.
- If the employee would like an "Exit Interview" with the Director of Human Resources, please instruct him/her to call 541-383-7216 for an appointment.
- Request employee to fill out a TALX form and return it to Payroll at his/her earliest convenience. The form is online under Employee Login/HR Forms/Termination.
- Request that the employee provide a written summary of projects to be transferred to other staff members to ensure a smooth transition of work.

2. **SECURITY On the effective date of termination, remove the employee's authority to use central administrative resources of the college:**

- Collect I.D. badge from employee, and return it to the Information office in BEC. Collect credit card(s), if applicable.
- Return all keys/access cards for buildings, suites, offices, laboratory, desk, files, cabinets, equipment, vehicles, etc., to supervisor.
- Terminate parking permit.

3. **RETURN OF COLLEGE PROPERTY (on-campus and off-campus locations):**

- Equipment, furnishings, and supplies
- PC's/laptops and accessories, mobile phones and pagers
- Books, journals, and other office literature
- For instructional staff: **Copies of all grade records in accordance with college policy**

4. **COLLEGE COMPUTER USAGE**

- Remove all personal/non-essential software from computers
- Change all access passwords on office personal computers and other equipment
- Request that the employee save all relevant documents to the appropriate department drive
- Return all computer discs, tapes, etc.
- Remove any COCC-licensed software from personal home computers

- Identify location and access to all computerized information; e.g., computer passwords, telephones
- For administrative staff: Contact ITS if emails need to be saved for compliance or legal reasons

**5. FINANCIAL/PAYROLL ISSUES**

Instruct the employee to contact Payroll, 541-383-7221, if there are questions regarding termination benefits, or compensation for annual (vacation) leave earned, per the Administrative, Classified, and Confidential Supervisory handbooks as follows:

**Administrative (exempt employees)**

*Terminating employees are expected to give four (4) weeks' notice. Unused annual (vacation) leave will be taken prior to termination date or compensated at the pleasure of the College. Compensation of unused annual (vacation) leave is limited to 20 days. Requests to have unused annual (vacation) leave compensation must be made in writing to the immediate supervisor four weeks prior to the date of termination.*

**Confidential/Supervisory**

*Employees terminating employment are expected to give 10 working days notice. Employees who provide adequate written notice (10 days) will be compensated for accumulated annual (vacation) leave at the employee's current rate of pay. Compensation of unused annual (vacation) leave is limited to 20 days.*

**Classified**

*Upon giving adequate written notice (10 working days) of an employee's intent to resign his/her position at the College, the resigning employee in regular status will be compensated for accumulated vacation at the employee's current rate of pay.*

- Cancel employee's enrollment to all internal and external subscribed courses, training, etc.
- Advise employee to reimburse any outstanding tuition charges, overdue library loans, and bookstore charges
- Reconcile outstanding payroll issues (advances, loans, overpayments, fines, etc.)
- Complete and approve time sheet or prorate contract
- Advise employee to contact HR Benefits Coordinator for health and optional benefit terminations and portability
- Terminate all signature authorization on- and off-campus

**6. MAIL**

- Forward all employee mail as necessary to forwarding address as advised by terminating employee

**7. OTHER/COMMENTS/Forwarding Address if applicable:**

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**8. CHECKLIST COMPLETE**      Yes \_\_\_      No \_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date