



SEPARATION NOTICE

Employee:
Department:

Date Termination Was Processed:
Last Day Actually Worked:

REASON		
<p>SEASONAL LAYOFF-</p> <p>Date Employee was Notified: _____</p> <p>Employee's Performance was: <input type="checkbox"/> Exceptional <input type="checkbox"/> Met Standards <input type="checkbox"/> Had some concerns that were discussed with employee <input type="checkbox"/> Deficient and despite coaching, employee did not show needed improvement</p> <p>Anticipated Recall Date, if Known: _____</p>	<p>VOLUNTARY - <i>(Attach letter of resignation)</i></p> <p>Date Supervisor was Notified: _____</p> <p>____ Quit - Reason: _____ _____ _____</p> <p>____ Retired</p>	<p>INVOLUNTARY- <i>(Attach any supplementary documentation including letter given to employee)</i></p> <p>Reason for Involuntary Separation: _____ _____ _____ _____</p>

SUPERVISOR CLEARANCE	
(Supervisor should put a check next to each item indicating it has been returned to the City OR mark N/A)	
<input type="checkbox"/> City owned cellular telephone and/or radio <input type="checkbox"/> Computer (laptop or PC) <input type="checkbox"/> Notification sent to Information Systems Department that employee will be leaving and to change access <input type="checkbox"/> Tooele City ID Card (2 if includes recreation pass) <input type="checkbox"/> Gas card accounted for <input type="checkbox"/> Notification sent to Recorder's office to cancel pin number for employee's gas card	<input type="checkbox"/> Keys (office, vehicle, locker) <input type="checkbox"/> Clothing Not Issued for Personal Use <input type="checkbox"/> Tools <input type="checkbox"/> Computer Passwords <input type="checkbox"/> Procedure Books and Instruction Manuals (return personnel policy manual to HR office) <input type="checkbox"/> Other: _____

(For use by PAYROLL AND HUMAN RESOURCE DEPARTMENT)	
<input type="checkbox"/> Compensatory Hours Paid Out <input type="checkbox"/> Annual Leave Hours Paid Out <input type="checkbox"/> Six Month Annual Leave Payback, if Applicable <input type="checkbox"/> URS Notified of Change in Status <input type="checkbox"/> URS Benefit Notification Given to Employee <input type="checkbox"/> 401K Termination <input type="checkbox"/> 401K Rollover Guide	<input type="checkbox"/> COBRA Notification <input type="checkbox"/> Life Insurance Conversion Option <input type="checkbox"/> ESS Access Changed (Tyler User & Security on Personnel Administration) <input type="checkbox"/> Time Clock Plus Access Changed <input type="checkbox"/> PEP Access Changed <input type="checkbox"/> Notification sent to Information Systems Department <input type="checkbox"/> Forwarding Address for W-2 Purposes: _____

Recommended for rehire: Yes ___ No ___ If no, explain why.
(An employee who resigns and desires to leave the city in good standing is expected to give a minimum of two weeks' prior notice to be considered for re-hire).

Eligible for rehire: Yes ___ No ___ If no, explain why.

Department Head	Date	Payroll	Date
Supervisor	Date	Human Resource Director	Date
Employee	Date		

EXIT INTERVIEW

Employee Name	Interview Date
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THIS EXIT INTERVIEW QUESTIONNAIRE CAN BE GIVEN TO AN EMPLOYEE TO COMPLETE OR IT CAN BE COMPLETED BY THE SUPERVISOR FROM VERBAL INTERACTIONS BY SUMMARIZING THE EMPLOYEE'S OPINIONS, BOTH POSITIVE AND NEGATIVE, OF ANY FACTORS IN THE TOPIC AREAS LISTED BELOW:

1. What initially made you decide to apply for employment with Tooele City?

2. What aspects of your initial orientation were most and least beneficial for you?

3. How did you feel about your job or jobs?

4. How did you feel about your supervisor? What suggestions for improvement would you give him/her?

5. How did you feel about you co-workers?

6. How would you rank employee morale?
When you started –
___ High ___ Somewhat positive ___ Neutral or equivalent to places of other employment ___ appeared to be continually low

During the last period of your employment –
___ High ___ Somewhat positive ___ Neutral or equivalent to places of other employment ___ appeared to be continually low

7. How was communication in your specific work area?

8. Was your supervisor an effective communicator? How could he/she improve?

9. Overall how did you feel about communication within the organization? What were some of the barriers and areas for improvement?

10. Did you feel that the policies and procedures of the organization were fair? Why or why not?

11. Did you feel that you were adequately informed of the organization's policies and procedures and any changes as they came up?

12. How were the overall working conditions & working atmosphere?

13. If you received benefits, how did you feel about them?

14. Please tell me what top five benefits were most important to you and your family, if applicable.

15. What made you decide to stay with Tooele City during your employment?

16. What made you decide to leave our organization?

17. What could have been done to help you decide to remain employed with Tooele City?

18. Are personal problems causing this separation? _____ Yes _____ No
If yes, option to explain:

19. Do you recommend Tooele City as a place to work? _____ Yes _____ No
Comments:

INTERVIEWER'S CONCLUSION

What were the reasons for leaving?

What action(s) would have retained this person as an employee?

Additional Comments:

Employee Signature if Available	Date	Interviewer Signature	Date