



SEPARATION NOTICE

Employee: _____ Date Termination Was Processed: _____

Department: _____ Last Day Actually Worked: _____

REASON		
<p>SEASONAL LAYOFF</p> <p>Date Employee was Notified:</p> <p>_____</p> <p>Employee's Performance was:</p> <p><input type="checkbox"/> Exceptional</p> <p><input type="checkbox"/> Met Standards</p> <p><input type="checkbox"/> Had some concerns that were discussed with employee</p> <p><input type="checkbox"/> Deficient and despite coaching, did not show needed improvement</p> <p>Anticipated Recall Date, if Known:</p> <p>_____</p>	<p>VOLUNTARY - <i>(Attach letter of resignation)</i></p> <p>Date Supervisor was Notified:</p> <p>_____</p> <p><input type="checkbox"/> Quit - Reason:</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Retired</p>	<p>INVOLUNTARY - <i>(Attach documentation)</i></p> <p>Reason for Involuntary Separation:</p> <p>_____</p> <p>_____</p> <p>_____</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 IT 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 Cancel Gas Pin #	<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 (Generally IT can access systems) <input type="checkbox"/> Procedure Books and Instruction Manuals (Return Personnel Policy Manual to HR office) Other: _____

PAYROLL AND HUMAN RESOURCE DEPARTMENT	
<input type="checkbox"/> Compensatory Hours Paid Out <input type="checkbox"/> Annual Leave Hours Paid Out <input type="checkbox"/> URS Notified of Change in Status <input type="checkbox"/> URS Benefit Notification Given/Sent to Employee <input type="checkbox"/> John Hancock 401K Termination <input type="checkbox"/> John Hancock 401K Rollover Guide <input type="checkbox"/> COBRA Notification <input type="checkbox"/> Life Insurance Conversion Option	<input type="checkbox"/> Time Clock Plus Access Changed <input type="checkbox"/> PEP Access Changed <input type="checkbox"/> IT <input type="checkbox"/> AlertSense <input type="checkbox"/> Remove from Tooele City's Driver Insurance <input type="checkbox"/> Forwarding Address for W-2 Purposes: <p>_____</p>

Recommended for rehire: Yes No If no, explain why.

Eligible 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).

SIGNATURES			
Department Head	Date	Payroll	Date
Supervisor	Date	Human Resource Director	Date
Employee <i>(If Available)</i>	Date		



EXIT INTERVIEW / QUESTIONNAIRE

Employee Name		Interview Date	
---------------	--	----------------	--

This exit 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 opinion, both positive and negative, or any factors in the topic areas listed.

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 your 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

20. Other Comments:

INTERVIEWER'S CONCLUSION

What were the reasons for leaving?

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

Additional Comments:

SIGNATURES			
Employee Signature <i>(If Available)</i>	Date	Interviewer Signature	Date