

SEPARATION NOTICE

Employee:
Department:

Date Termination Was Processed:
Last Day Actually Worked:

REASON FOR TERMINATION (check applicable items)	
VOLUNTARY - (Employee is the initiating party) (Attach letter of resignation)	INVOLUNTARY - (Tooele City is the initiating party) (Attach Explanation)
Date Supervisor was Notified: _____ _____ Quit - Reason: _____ _____ Retired Retiree Sick Leave Conversion Option: _____ Earned Premium Credits: _____	Date Employee was Notified: _____ _____ Layoff: _____ Lack of Work _____ Lack of Funds _____ Other _____ Dismissed for failing to meet job requirements _____ Dismissed for positive drug/alcohol test _____ Dismissed for misconduct _____ Temporary Work Ended _____ Other: _____
SUPERVISOR CLEARANCE	
(Supervisor should put a check next to each item indicating it has been returned to the City OR mark N/A if the item is not applicable to this employee)	
_____ City owned cellular telephone and/or radio _____ Computer (laptop or PC) _____ Notification sent to Information Systems Department (Ron Corey) that employee will be leaving and to employee's change computer access _____ Tooele City ID Card (2 if includes recreation pass) _____ Gas card accounted for _____ Notification sent to Recorder's office to cancel pin number for employee's gas card	_____ Keys (office, vehicle, locker) _____ Clothing Not Issued for Personal Use _____ Tools _____ Computer Passwords _____ Procedure Books and Instruction Manuals (return personnel policy manual to HR office) _____ Other: _____
PAYROLL AND HUMAN RESOURCE CLEARANCE	
_____ Annual Leave Hours Paid Out _____ Six Month Annual Leave Payback, If Applicable _____ Compensatory Hours Paid Out _____ URS Notified of Termination _____ URS Benefit Notification Given to Employee _____ 401K Termination _____ 401K Rollover Guide	_____ COBRA Notification _____ Life Insurance Conversion Option _____ ESS Access Terminated (Tyler User & Security on Personnel Administration) _____ Time Clock Plus Access Terminated _____ PEP Access Terminated _____ Forwarding Address for W-2 Purposes: _____

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

(An employee who resigns and desires to leave the city in good standing must give a minimum of two weeks' prior notice to be considered for re-hire at a future date).

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

Department Head	Date	Supervisor	Date
Employee	Date	Director of Human Resources	Date

EXIT INTERVIEW

Employee Name		Interview Date	
Employee No.		Interviewer	

SUMMARIZE 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 major reasons for leaving?

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

Additional Comments:

Employee Signature if Available	Date	Interviewer Signature	Date

