



SUPERVISOR CHECKLIST FOR ENDING EMPLOYMENT

District 625
360 Colborne Street
Saint Paul, MN 55102-3299

Human Resource Department
Telephone: (651) 767-8200
Fax: (651) 665-0269

Web site: <http://hr.spps.org/supervisors>

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

The purpose of this checklist is to assist supervisors with important steps to be completed when a person's employment with the District is ended. Please complete the following and return to the Human Resource Department's Compensation Unit.

Employee ID Employee Name Location

INSTRUCTIONS:

Please ensure the following items are complete before the employee's last day of employment:

___ Submit the employee's written resignation to the Human Resource Department **immediately upon notification** using the **Resignation Form** available on the HR Web site at: <http://hr.spps.org/forms>. The employee's forwarding address should be included on the form.

___ In the event that you are discharging an employee, please contact the Human Resource Department to ensure proper procedures are followed.

___ Cancel or modify access to software applications, network access and email by contacting the Director of Educational Technology at (651) 603-4925.

___ Deactivate or forward voicemail and cancel long distance service by contacting Facility Planning at (651) 767-3400.

___ Remove the employee from the authorized signature list(s), where applicable.

___ Ensure that District property has been returned:

- Keys Uniforms Credit Cards Computer Cell Phone
- Pagers ID Badge Resource Books or Materials
- Other equipment or property belonging to Saint Paul Public Schools (e.g. Palm Pilots)

___ Obtain the following before the last day of work.

- Completed final timecard(s) Voicemail and/or computer access codes

___ Refer employee to the on-line Exit Interview at: http://hr.spps.org/exit_intervi or if the employee prefers a face-to-face Exit Interview, please refer him/her to your Staffing Specialist

Supervisor Signature

Date