

### MCINTOSH TRAIL CSB EMPLOYMENT SEPARATION CLEARANCE CHECKLIST

Employee Name: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_

Program Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Program Checklist:**

- |  |                          |                    |                          |
|--|--------------------------|--------------------|--------------------------|
| Resignation letter if not previously submitted | <input type="checkbox"/> | Manuals            | <input type="checkbox"/> |
| Remind employee of confidentiality agreement   | <input type="checkbox"/> | Training Materials | <input type="checkbox"/> |
| <b>Return of CSB Property:</b>                 |                          | Library Books      | <input type="checkbox"/> |
| Keys   | <input type="checkbox"/> | Computer Equipment | <input type="checkbox"/> |
| Credit Card(s)                                 | <input type="checkbox"/> | Computer Diskettes | <input type="checkbox"/> |
| ID Badge                                       | <input type="checkbox"/> | Other              |                          |
| Pager/Beeper/Phone                             | <input type="checkbox"/> | _____              | <input type="checkbox"/> |

Employee: I have turned in all CSB property assigned to me.

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor Signature      Date

**Note:** If the employee failed to return any item, please note in this space.  
  
\_\_\_\_\_

\_\_\_\_\_

**Personnel Department Checklist:**

- |                     |                          |                    |                          |
|---------------------|--------------------------|--------------------|--------------------------|
| Exit Interview      | <input type="checkbox"/> | Separation Notice  | <input type="checkbox"/> |
| Notify State Health | <input type="checkbox"/> | Audit Leave Record | <input type="checkbox"/> |

\_\_\_\_\_  
Personnel Tech Sr.      Date

\_\_\_\_\_  
Personnel Manager      Date