**Termination Checklist for Supervisors**

*Voluntary Termination:*

Supervisor forwards the employee’s resignation letter to the [OfficeofHumanResources@newhaven.edu](mailto:OfficeofHumanResources@newhaven.edu). Make sure the letter identifies the employee’s last day with the University.

If employee verbally resigns document the information and provide employee with a written confirmation accepting their voluntary resignation. Give copy to employee and send copy to the Human Resources Department.

Advise the employee to review the **Benefit Termination Summary** on the HR intranet.

Review action items below for supervisors.

*Involuntary Termination:*

Supervisor in conjunction with a Human Resources representative will conduct termination meeting.

Review action items below for supervisors

**Follow-Up Action Items for Supervisor:** Collect the following items from employee:

Keys ( office,  building,  desk,  file cabinets,  other)

Purchasing Card (Should be cut up and destroyed by supervisor)

ID card (collect and destroy)

Laptop

Tablet

Cell Phone

Chirp Phone (Facilities Only)

Business cards

Uniforms (Facilities, Mail Room, Police Department)

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete the following:

Complete PDO and send to Human Resources

Notify IT by completing a ***Terminated Employee Account Form*** on MyCharger to disable email, computer access, and voice mail.