**Termination Checklist for Supervisors**

*Voluntary Termination:*

[ ]  Supervisor forwards the employee’s resignation letter to the 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.