



## Resignation/Termination Checklist

Name: \_\_\_\_\_

Position/Location: \_\_\_\_\_

Licensed REGULAR     Classified REGULAR     Classified SUB/TEMPORARY

### RESIGNATION/TERMINATION CHECKLIST

Category	<input checked="" type="checkbox"/>	Initial & Date	Documentation/Action
LIC REG			All Paperwork handled at District Office
LIC REG			Turn in ID Badge
LIC REG			Turn in Keys
LIC REG			Turn in any equipment borrowed from the District - Computer? - Camera? - Books? - Other?
CL REG			PA and Letter of Resignation given to Sue Smith as soon as received.
CL REG			Time Card faxed to HR @ 503-261-0130 the morning of last day or as soon as feasible.
CL REG			Turn in ID Badge
CL REG			Turn in Keys and any belongings to the district
CL SUB/TEMP			Termination/Resignation PA (Always) & Letter (if Applicable)
CL SUB/TEMP			Turn in ID Badge
CL SUB/TEMP			Turn in Keys and any belongings to the district