



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Supervisor's Exit Checklist For Separating Employees

NUMBER: REF-1939.0

ISSUER: Anita M. Ford, Personnel Director
Personnel Commission

Deborah H. Hirsh,
Chief Human Resources Officer
Human Resources Division

ROUTING

All Schools and Offices
Local District Superintendents
Principals
Administrators
School Administrative Assistants

DATE: August 22, 2005

PURPOSE: The purpose of the Exit Checklist is to ensure that supervisors properly manage employee or contractor separations (retirement, dismissal, or other termination of assignment) by reclaiming all District property and deleting access to District facilities and computer systems.

MAJOR CHANGES: This is a new checklist and process.

BACKGROUND: When the relationship between an employee or contractor and the District ends, it is important that the separation be managed carefully and comprehensively to protect the District's interests in terms of physical and intellectual property and security. The Employer/Contractor Exit Checklist (Attachment A) is intended to be used by supervisors or their designees to ensure that all such issues are addressed and documented.

PROCEDURES: The list of items includes a combination of physical materials that an employee may have in his/her possession as well as accounts and accesses that must be canceled. For each item listed, note the date the material was returned or the access was canceled. If material was not returned, put a check mark in the "Not Returned" column. If the item is not applicable, put a check in the N/A column. Include the verifier's name in the appropriate spaces.

The separating individual should certify that he/she has accounted for all District property by signing at the bottom of the form. The site administrator should review the form for completeness. Once all items are satisfactorily completed, the location timekeeper may be authorized to report the employee's lump-sum vacation.

For classified employees, if any items are outstanding, the withholding of the lump-sum vacation balance pursuant to Personnel Commission Rule 812 can be used as leverage to facilitate their return.



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The completed form should be retained at the work location.

**RELATED
RESOURCES:**

None

ASSISTANCE:

For assistance or further information, please contact Julie Holguin at (213) 241-3900.

ATTACHMENT A

Employer/Contractor Exit Checklist



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ATTACHMENT A

EMPLOYEE/CONTRACTOR EXIT CHECKLIST

Name: _____ Employee Number: _____

Job Title &

Class Code: _____

Resignation Date: _____

School/Office: _____

Location Code: _____

Cube/Office Number: _____

Home Phone Number: _____

REMINDER: Per Personnel Commission Rule 812, lump-sum vacation payment will be withheld from a classified employee who does not return all District property at the time of separation.

NOTE TO TIMEKEEPER: Please do not report lump-sum vacation until this employee returns all items listed.

ITEM	DATE RETURNED (or canceled)	NOT RETURNED	N/A	VERIFIED BY (Name)
Completed/Submitted Resignation Form	_____	_____	_____	_____
Employee I. D.	_____	_____	_____	_____
Building Access Badge	_____	_____	_____	_____
Parking Key Card (if separate from I. D.)	_____	_____	_____	_____
Hanging Parking Pass	_____	_____	_____	_____
Car and Car Keys	_____	_____	_____	_____
Notify ITD at (323) 224-2277 to cancel accounts and inactivate access to the following:				
ITD Account (HRS, IFS, PTRS, etc.)	_____	_____	_____	_____
Network Access	_____	_____	_____	_____
E-mail Account	_____	_____	_____	_____
Pager: () _____ - _____	_____	_____	_____	_____



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ITEM	DATE RETURNED (or canceled)	NOT RETURNED	N/A	VERIFIED BY (Name)
Cell Phone: () ____ - _____ Accessories including headset, charger, etc.	_____	_____	_____	_____
CISCO (or other) IP Phone	_____	_____	_____	_____
Procurement (P) Card	_____	_____	_____	_____
All School/Office/ Bldg./ Gate Keys	_____	_____	_____	_____
Workstation/File Cabinet/Keys	_____	_____	_____	_____
Calculator/Adding Machine	_____	_____	_____	_____
Personal Digital Asst.	_____	_____	_____	_____
Laptop/Computer/ Docking Station	_____	_____	_____	_____
Computer Printer	_____	_____	_____	_____
Desktop Software (diskettes/CD's)	_____	_____	_____	_____
LAUSD Files/ Proprietary Info or Data	_____	_____	_____	_____
Tools/Equipment	_____	_____	_____	_____
Books, Resource Materials, Manuals	_____	_____	_____	_____
Rolling Luggage Cart	_____	_____	_____	_____
Camera	_____	_____	_____	_____
Video Camera	_____	_____	_____	_____
Other Equipment (Specify)	_____	_____	_____	_____
Uniform/Smock	_____	_____	_____	_____
Other Clothing	_____	_____	_____	_____

If you change your address or telephone number, you must notify the Employee Records Unit: (213) 241-6550. You should also notify CalPERS or CalSTRS.

I certify that all property of the Los Angeles Unified School District has been returned.

SIGNATURE: _____ DATE: _____
(Employee or Contractor)

REVIEWED BY: _____ DATE: _____
Site Administrator

When completed, retain this form at the work location.