

YWCA of Central Virginia
Resignation/Termination Check List



Type of Termination

Voluntary:

- Received employee resignation letter. (If verbal resignation, provided employee with a written confirmation of resignation, retained copy).
- Scheduled exit interview. Completed exit interview.

Involuntary:

- Provided employee with termination letter.
- Provided employee with severance agreement if layoff and severance eligible.
- Received signed severance agreement.
- Provided employee with WARN/OWBPA notices (if applicable).

Benefits

- Provided employee with termination/continuation of employment insurance benefits information (COBRA, life insurance, supplemental insurance, etc.)
- Checked FSA/HSA participation and informed employee of remaining funds and reimbursement deadlines, if applicable.
- Checked DCAP participation and informed employee of remaining funds and reimbursement deadlines, if applicable.
- Checked PTO balance and informed employee of any remaining PTO and how it will be processed at termination of employment.
- Informed employee about retirement plan options.

Compensation

- Provided notice of policy regarding any outstanding balances for money owed to company: educational loans/pay advances.
- Notified Payroll department to process final paycheck.
- Informed Payroll of any unused but earned PTO amounts due to employee.
- Notified Payroll to process severance pay and whether lump sum or salary continuation (if applicable).

Contracts/Legal

- ___ Provided letter reminding employee of any legal obligations that continue post-employment (such as non-compete/confidentiality agreements/employment contracts).

Immigration

- ___ Notified company immigration attorney of termination if employee is on temporary work visa.

Records

- ___ Pulled personnel file to be stored with terminated employee files.
- ___ Pulled Form I-9 to be stored with terminated employees' I-9s.
- ___ Obtained written authorization from employee to respond to employment verification requests.

Information Technology

- ___ Disabled e-mail account (Date Disabled: _____)
- ___ Removed employee's name from e-mail group distribution lists; internal/office phone list; website and building directories.
- ___ Disabled computer access.
- ___ Disabled phone extension.
- ___ Disabled voicemail.

Facilities/Office Manager

- ___ Disabled security codes (Date Disabled: _____)
- ___ Changed office mailbox.
- ___ Cleaned work area and removed personal belongings.

Collected the following items:

- ___ Keys (___office, ___building, ___desk, ___file cabinets, ___ other___)

- ___ Business cards
- ___ Name badge
- ___ YWCA of CVA cell phone, laptop, or other technology
- ___ Other _____
- ___ Other _____

Form Completed by: _____ Date: _____