



LIBRARY EMPLOYMENT TERMINATION CHECKLIST

The following is a list of items that terminating employee needs to complete and/or turn in. The checklist should be completed by the supervisor of the terminating employee unless otherwise indicated:

- Letter of resignation (2-4 weeks prior to last date of employment)—send to Library Director at the Regional Office
- Forwarding address (Submit to Administrative Assistant the last week)
- Written directions on whether final check is to be mailed or picked up at the Regional Office. (Submit to the Administrative Assistant the last week)
- Badge and lanyard (Submit to the Computer Technician)
- Keys
- Passwords
- Library thumb drives
- Exit Interview Form (Submit to the Library Director the last week)
- Library equipment or property

The following list are items that need to be completed by the Regional Office:

- Remove “staff” from employees library card status
- Disable e-mail account
- Remove employee’s name from email group lists.

Checklist Completed by: _____ Date: _____

_____ Date: _____

Approved by: _____ Date: _____

