



Termination of Employment Form

Employee Name

Department

Job Title

Date of Offense

Type of Termination: Involuntary Voluntary

Reason for the Termination:

Effective Date of the Termination:

Annual Leave Payout Amount:

Employee Comments:

Appeal Process for Terminated Employees:

Full-time non-probationary employees have the right to appeal a termination of employment. The employee shall have three (3) working days from the action to file a written answer. An appeal must be received in writing by the Personnel Director within ten (10) days of the termination date listed above.

Out Processing and Exit Interview Process:

Employees will complete a two-step process as outlined below when leaving employment with Madison County:

-Step one: Departmental out processing completed by the department head. This is a checklist review and return of Madison County property issued to you during your employment.

-Step two: Benefit out processing and exit interview survey completed in the Personnel Office. You will receive valuable benefit plan information and complete an exit survey and interview. **Contact the Personnel Office at 256-532-3614 for more information.**

Employee Acknowledgment:

I have received a copy of this form. It has been explained to me, and I have been advised to take time to read it before I sign. My signature acknowledges receipt of the form only.

Department Head Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

Personnel Director Signature: _____ **Date:** _____



Departmental Out Processing Form

Employee Name: _____ Job Title: _____

Department: _____ Date of Termination: _____

Complete the inventory checklist below by placing an X in the applicable box:

Inventory Items:

Employee Badge(s)

Uniforms

Parking Card

Gas Card

Pager

Cell Phone

Computer

iPad

Vehicle

Tools/Supplies

Keys

Other

Attach additional out processing paperwork to this form

Separation Procedures: Prior to the employee's last day of employment, all issued County property is to be returned to the Department Head and accounted for, in the inventory list above. Employees will be held monetarily responsible for unreturned property via payroll deduction from the employee's last paycheck.

Employee Signature

Date

Department Head Signature

Date