

## INVOLUNTARY EXIT CHECKLIST

### **Instructions: Please check the appropriate box.**

- Involuntary Termination: Contact HR Consultant, provide supporting documentation, gain HR agreement, sign and submit status form to HR.

### **Completed by Manager – Check as completed**

- Communication: As the manager, please ensure that you are communicating appropriately with direct reports, team members, and to key constituents on who to contact upon the staff member's departure.
- Update department staff on employee's separation and reassignment of duties (if applicable).
- For those with direct reports, submit a status form for "reports to" change to HR.
- Provide IT with notification regarding particular systems access. Ask for assistance regarding email replies and voicemail greetings.
- Contact IT if assistance is needed to move and/or save files.
- Change known passwords of department systems, vendor accounts/portals, and any social media accounts.
- If you consider the termination a security risk, change access codes to department doors and re-key doors by contacting Facilities, if applicable.
- If employee is listed on department webpage, contact the designated person in your department to have listing removed.
- For cell phone stipends, please contact the Business Office.
- Make sure all Butler property, including files, are removed from employee's work area.
- In conjunction with HR Consultant, schedule a time for employee to pack up office outside of business hours.
- Make arrangements with terminated employee to pack/pick up personal belongings. Contact BUPD to be present for pick up arrangements. Manager or designated leader from that area should be present with BUPD.

### **HR Consultant Responsibilities: Collect from Employee – check as completed**

- All keys (please have employee return all keys to JH037, Human Resources).
- Butler ID (please have employee submit to JH037, Human Resources).
- Procurement card (if applicable) – send to purchasing.
- Laptop/iPad/Loaned Equipment (if applicable) – return to department supervisor.
- Computer Loan – call extension 9481.
- HR to refer to Internal Involuntary Checklist.