**Missouri Department of Transportation**

**Employment Separation Checklist**

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| Employee Information: |
| Name  |
| Job Title and Code  | Separation Effective Date  |
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| Immediate Supervisor Responsibilities: |
| What to Collect (if applicable) |
| [ ]  | Employee photo ID card |
| [ ]  | Sonitrol/security Card |
| [ ]  | Procurement card |
| [ ]  | Department provided credit card |
| [ ]  | Parking permit |
| [ ]  | Department keys |
| [ ]  | Department laptop/IT equipment  |
| [ ]  | Department cell phone |
| [ ]  | Copy of resignation letter (if provided) |
| [ ]  | All PPE equipment  |
| [ ]  | Business cards, name plaque and any other miscellaneous MoDOT property |
| Notifications (made as soon as possible)  |
| [ ]  | Notify HR for appropriate payroll, benefits, and SAM II transactions to be made |
| [ ]  | Notify District HR of any Policy 2000, 6504, 6502 repayment requirements |
| [ ]  | Notify Divisional/Business Administrator (see Divisional/Business Unit Responsibilities section) |
| Retain |
| [ ]  | Performance Development file for 3 years following termination |
|  |
| Employee’s Divisional/Business Unit Responsibilities (or district assigned responsible person): |
| Tasks |
| [ ]  | ESMT notification |
| [ ]  | Delete employee’s name from “security list” |
| [ ]  | Complete Network Access form to delete employee’s user identification |
| [ ]  | Remove employee name from group lists/email groups |
| [ ]  | Remove employee name from emergency contact list |
| [ ]  | Return collected items to appropriate office (IT, GS, etc.) |
| [ ]  | Send resignation letter to HR (if provided/applicable) |
| [ ]  | Send signed disciplinary termination letter to HR (if applicable) |
|  |
| Human Resources Responsibilities: |
| Tasks |
| [ ]  | ESMT (enter in SAM II) – note if employee is eligible for rehire or not. If not eligible for rehire, please note the reason why in SAM II (do not list specific details in the ESMT): * Drugs/Alcohol
* Not Meeting Performance Expectations
* Serious Discipline
* Resigning in lieu of Discipline
* See Personnel File

If there is a pending investigation, contact Central Office Human Resources to determine the proper coding for the ESMT |
| [ ]  | Email a copy of the exit interview to full-time employees (all voluntary separations) [Exit Interview Survey](https://stateofmissouri.iad1.qualtrics.com/jfe/form/SV_3l4n3H1HZNTrHtb) |
| [ ]  | Provide Employee Assistance Program (EAP) information (if applicable depending on departure) |
| [ ]  | Provide SATOP or substance abuse treatment information (if applicable) |
| [ ]  | Have discussion with supervisor regarding safety/security risk |
| [ ]  | Arrange time for employee to collect personal belongings (for involuntary separations) |
| [ ]  | Obtain copy of resignation letter or termination letter (if applicable)  |
| [ ]  | Retain records/files as outlined in Policy 0520 |
| [ ]  | See Supplement Guide for disciplinary termination if applicable  |
| Notifications  |
| [ ]  | Confirm with Central Office HR Employment that no Policy 2000, 6502, 6504 repayment provisions apply; if so, notify Central Office HR Employment  |
| [ ]  | Notify applicable departments for payroll, benefits, and IT transactions to be made |
| [ ]  | Send copies of resignation or termination letter to Central Office HR Employment |
|  |  |
| Information Systems Responsibilities (done as a result of ESMT notification): |
| Tasks: |
|  | Take name off of group lists/email groups |
|  | Confirm removal of IT systems access |
| Financial Services/Business & Benefits Responsibilities (done as a result of ESMT notification):  |
| Tasks: |
|  | MPERS form; initiate notice of termination of active membership |
|  | FS-471 payroll deduction cancellation |
|  | A-435 21230 – Association Life  |
|  | Cobra Letter (sent by Employee Benefits – Jefferson City) |
|  | Cancel medical insurance enrollment |
|  | Missouri State Employee’s Cafeteria Plan, if applicable |
|  | State Deferred Compensation Plan, if applicable |
|  | Request lifetime membership card for members of the Employee’s association  |
| Retirement Plaque (for retirements only): |
| [ ]  | Districts - have retirement plaque engraved; Central Office - General Services will have plaque engraved.How name should appear on plaque:        |
| [ ]  | Years of Service: *Subtract Department Service Record from date of retirement; add other service with the department that can only be granted at the time of retirement (to be determined by RS) round to full years.*  |
| [ ]  | Date Plaque Needed: *NOTE*: Vested members **are not** eligible to receive a retirement plaque. |

***Please place copy in Employee Personnel folder.***