**Missouri Department of Transportation**

**Employment Separation Checklist**

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| Employee Information: | | |
| Name | | |
| Job Title and Code | | Separation Effective Date |
|  | | |
| 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.***