



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Supervisor’s Exit Checklist For Separating Employees

NUMBER: REF-1939.2

ISSUER: Karla M. Gould, Personnel Director
 Personnel Commission

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 Human Resources Division

DATE: October 12, 2015

ROUTING
 All Schools and
 Offices

PURPOSE: The purpose of this Reference Guide is to provide the Employee/Contractor Exit Checklist which ensures that supervisors properly manage employee or contractor separations (retirement, dismissal, or other terminations of assignment) by reclaiming all District property and deleting access to District facilities and computer systems.

MAJOR CHANGES: This Reference Guide replaces Personnel Commission REF-1939.1 of the same subject issued on October 14, 2013 to reflect staff changes. Prior changes included: the addition of modern devices and deletion of obsolete devices from the Exit Checklist.

INSTRUCTIONS: When the relationship between an employee or contractor and the District ends, it is important that the separation be managed professionally and comprehensively to protect the District’s interests in terms of physical and intellectual property, and security. The Employee/Contractor Exit Checklist (Attachment A) is intended to be utilized by supervisors or their designees to ensure that all such issues are addressed and documented.

The list of items includes a combination of physical materials an employee may have in his/her possession as well as accounts and technology system access that must be canceled. For each item listed, note the date the material was returned or the system access was canceled. Record a check mark in the appropriate column to assure accurate tracking of all items. If a specific item does not apply, record a check in the N/A column. Once completed, the form must be reviewed and verified by the site administrator/designee.

The separating individual should certify that he/she has accounted for all District property by signing at the bottom of the form. The site administrator should review the form for completeness and sign-off when all is verified.

The completed form should be retained at the work location.



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**RELATED
RESOURCES:** Attachment A – Employee/Contractor Exit Checklist

ASSISTANCE: For assistance or further information, please contact Julie Holguin at
(213) 241-3900.

EMPLOYEE/CONTRACTOR EXIT CHECKLIST

Name: _____ Employee Number: _____

Job Title/
 Class Code: _____ Separation/Resignation Date: _____

School/Office: _____ Location Code: _____

Classroom/Cube/
 Office Number: _____ Home Phone Number: _____

| ITEM | DATE RETURNED (or cancelled) | NOT RETURNED | N/A | VERIFIED BY (Name) |
|---|------------------------------------|-----------------|-------|-----------------------|
| Completed/Submitted Resignation Form | _____ | _____ | _____ | _____ |
| Employee I. D. | _____ | _____ | _____ | _____ |
| Building Access Badges/Hanging Parking Pass | _____ | _____ | _____ | _____ |
| District Vehicle and Car Keys | _____ | _____ | _____ | _____ |
| Gasoline Credit Card or Key Card | _____ | _____ | _____ | _____ |
| Close imprest account (Administrators) | _____ | _____ | _____ | _____ |
| Cell Phone: () ____ - _____ Accessories including headset, charger, etc. | _____ | _____ | _____ | _____ |
| CISCO (or other) IP Phone | _____ | _____ | _____ | _____ |
| Procurement (P) Card | _____ | _____ | _____ | _____ |
| All School/Office/ Bldg./Gate Keys | _____ | _____ | _____ | _____ |
| Workstation/File Cabinet Keys | _____ | _____ | _____ | _____ |
| Calculator/Adding Machine | _____ | _____ | _____ | _____ |
| Personal Digital Asst. | _____ | _____ | _____ | _____ |
| IPad/Laptop/Computer/ Docking Station/Printer | _____ | _____ | _____ | _____ |
| Desktop Software (programs) | _____ | _____ | _____ | _____ |
| LAUSD Files/ Proprietary Info or Data | _____ | _____ | _____ | _____ |
| Tools/Equipment | _____ | _____ | _____ | _____ |
| Books, Resource Materials, Manuals | _____ | _____ | _____ | _____ |

| ITEM | DATE RETURNED (or canceled) | NOT RETURNED | N/A | VERIFIED BY (Name) |
|---------------------------|---|-------------------------|------------|------------------------------|
| Rolling Luggage Cart | _____ | _____ | _____ | _____ |
| Camera | _____ | _____ | _____ | _____ |
| Video Camera | _____ | _____ | _____ | _____ |
| Other Equipment (Specify) | _____ | _____ | _____ | _____ |
| Uniform/Smock | _____ | _____ | _____ | _____ |
| Other Clothing | _____ | _____ | _____ | _____ |
| Other: | _____ | _____ | _____ | _____ |

Important Employee Information: If you change your address or telephone number, you must update your information on the Employee Self Service Portal at <https://selfservice.lausd.net/iri/portal> or notify the Employee Service Center at (213) 241-6670. You should also notify CalPERS or CalSTRS as applicable.

I certify that all property of the Los Angeles Unified School District has been returned.

SIGNATURE: _____ DATE: _____
(Employee or Contractor)

REVIEWED BY: _____ DATE: _____
Site Administrator

When completed, retain this form at the work location.