



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Supervisor's Exit Checklist For
Separating Employees

NUMBER REF-5740

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DATE: April 4, 2012

PURPOSE: The purpose of the Exit Checklist is to ensure that supervisors properly manage employee or contractor separations (retirement, dismissal, or other termination of assignment) by reclaiming all District property and deleting access to District facilities and computer systems.

MAJOR CHANGES: This Reference Guide replaces REF-1939.0 issued on August 22, 2005 by the office of Personnel Commission. It provides an updated checklist for your use.

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

ROUTING

All Schools and Offices



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PROCEDURES: The list of items includes a combination of physical materials that an employee may have in his/her possession as well as accounts and accesses that must be canceled. For each item listed, note the date the material was returned or the access was canceled. If material was not returned, put a check mark in the "Not Returned" column. If the item is not applicable, put a check in the N/A column. Include the verifier's name in the appropriate spaces.

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.

The completed form should be retained at the work location.

**RELATED
RESOURCES:** None

ASSISTANCE: For assistance or further information, please contact Julie Holguin at julie.holguin@lausd.net

ATTACHMENT A Employer/Contractor Exit Checklist

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources
Personnel Commission

REF-5740
April 4, 2012

ATTACHMENT A

EMPLOYEE/CONTRACTOR EXIT CHECKLIST

Name: _____ Employee Number: _____
 Job Title & Class Code: _____, _____ Resignation Date: _____ / _____ / _____
 School/Office: _____ Location Code: _____
 Cube/Office Number: _____ Home Phone Number: (_____) _____ - _____

ITEM	DATE RETURNED (or cancelled)	NOT RETURNED	N/A	VERIFIED BY (Name)
Completed/Submitted Resignation Form	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
Employee I. D.	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
Building Access Badge	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Key Card (if separate from I.D.)	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
Hanging Parking Pass	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
Car and Car Keys/	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
Notify ITD at (323) 224-2277 to cancel accounts and inactivate access to the following:	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
ITD Account (HRS, IFS, PTRS, etc.)	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
Network Access	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
E-mail Account	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
Overpayment/Repayment Form(payroll)	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
Cell Phone: (_____) _____ - Accessories including headset, charger, etc. CISCO (or other)PI Phone	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
<u>ITEM</u>	DATE RETURNED (or cancelled)	NOT RETURNED	N/A	VERIFIED BY (Name)
Procurement (P) Card	/ /	<input type="checkbox"/>	<input type="checkbox"/>	
All School Keys/Build/Gate Keys	/ /	<input type="checkbox"/>	<input type="checkbox"/>	

Workstation/File Cabinet/Keys				
Calculator/Adding Machine	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Personal Digital Asst. / IPad	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Laptop/Computer/ Docking Station	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Computer Printer	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Desktop Software (diskettes/CD's)	/	/	<input type="checkbox"/>	<input type="checkbox"/>
LAUSD Files/ Proprietary Info or Data	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Tools/Equipment	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Books, Resource Materials, Manuals	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Rolling Luggage Cart	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Camera	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Video Camera	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Other Equipment (Specify)	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Uniform/Smock	/	/	<input type="checkbox"/>	<input type="checkbox"/>
Other Clothing	/	/	<input type="checkbox"/>	<input type="checkbox"/>

If you change your address or telephone number, you must notify the Employee Records Unit: (213) 241-6550. You should also notify CalPERS or CalSTRS.

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.