



Human Resource Services

Supervisor – Employee Separation Check List

Letter of Resignation/Retirement

Ensure that you have received the employee's letter (email) of - resignation/retirement - including effective date. Forward copy of the letter (email) to HRS.

PAF (Personal Action Form) – Separation

Submit a completed, signed PAF indicating the resignation/retirement to HRS before the last date of employee's employment. Please keep in mind that employees will remain in pay status until a PAF indicates a new action that affects their pay.

Leave and Time

Ensure leave records are up to date, and (if employee is overtime eligible) work certifications are completed.

Note:

When employees request to transfer to another Washington state agency or public higher education institution without a break in service, it is most often the case that the agency will accept your employees leave balance, however, the employee should check with the gaining agency to see if their leave will be accepted. If applicable, the employee should inform Evergreen's HRS and Payroll office who the HR contact is at the gaining agency.

In cases where the separating employee is not transferring leave, we will pay-out vacation leave and any unused compensatory time balance with the last paycheck. The personal holiday and the personal leave day is not paid out upon separation. Regarding the sick leave balance, an employee who separates for any reason other than retirement (or death) shall not be paid for accrued sick leave, but may request to have the sick leave balance reinstated if they return to state service. If an employee meets retirement eligibility requirements, the value of one quarter of their sick leave balance is converted to a post-retirement medical reimbursement plan, referred to as Voluntary Employee's Benefit Association (VEBA) Medical Expense Plan (MEP).

Retirement: Staff must officially retire from the college in order to obtain all rights / benefits associated with retirement. Regarding VEBA MEP the employee needs to complete a VEBA enrollment form for HRS and is encouraged to review VEBA information provided by HRS. Upon retirement, the college will transfer the funds to the VEBA trust administrator (the vendor / trust administrator that has the state contract to oversee the trust); that trust administrator will send an information packet to the retiring employee.

Workers Comp/L & I:

If the employee has an open workers compensation claim or a claim that has been closed within the last 60 days you need to contact Lorie Mastin, (x5371 or e-mail).

Equipment, Keys, Laptop, etc.:

You must ensure that the employee turns in all college property and equipment that the separating employee had been assigned during employment or was using, such as:

- Electronic Equipment (e.g. Laptop, Computer, Cell Phone, Pager)
- Travel VISA card or P-Card
- Keys (e.g. door keys, filing cabinet keys)
- Parking Sticker (employee will be billed if they don't return it to Parking)
- Evergreen Staff ID Card & STAR Pass Sticker

NOTE:

The separating employee will need to complete a Separation Check List with signatures from each department. You will need to sign off on this Checklist before it will be turned in to Payroll to ensure all college property and equipment is turned in.

Network Accounts (my.evergreen.edu, voicemail, e-mail, scheduling):

Ensure that the employee's network account is ended with the appointment, and verify with the separating employee that departmental computer passwords or voicemail passwords are re-set and secured. The employee / supervisor updates the voice mail message and e-mail out-of-office message that includes the new contact person and main office phone number to call for assistance. The supervisor may choose to have a forwarding e-mail account.