



HUMAN RESOURCES: Please complete this form for processing once you have received notice of employee termination. Include employee's signed/dated letter of resignation, Exit Checklist (P-11C Form) and completed Exit Interview (P-11B Form), if applicable. This form is confidential and should be treated accordingly.

Section 1. EMPLOYEE TERMINATION REASON

Employee Name _____ Social Security _____

 Last First MI

Forwarding Address _____

(if applicable) Street City State Zip

Department _____ Position Title _____

Effective Termination Date _____ Last Day Worked _____ Last Pay Date _____

Regular Classified Non-Regular Classified (Temp) Regular Faculty Non-Regular Faculty (P/T) Management

Section 2. EMPLOYEE TERMINATION REASON

Bumped Completed Assignment Deceased

Dismissal-Non Probationary Period Dismissal-Probationary Period End of Contract

Funding Terminated Position Eliminated Resignation

Retirement Suspension Work Force Reduction/Layoff

195 Day/1000 Hours Limit Other _____

Section 3. BENEFIT AND REHIRE INFORMATION (To be completed by Human Resources/Payroll)

Vacation	Health/Dental/Vision/Life Insurance	Employee Rehire Eligibility
Hours Due Employee _____	Insurance End Date: _____	
Hours Owed Butte Employee _____	Conversion Notification: _____	
	Cobra Notification: _____	

Section 4. SIGNATURE AUTHORIZATION

_____	_____	_____	_____
1) Person Conducting "Exit Process"	Date	3) Vice President, Divisional	Date
_____	_____	_____	_____
2) Supervisor / Manager / Director	Date	4) Director, Human Resources	Date

Guidelines For Completing Termination Notification and Exiting Employees

Purpose: The Notice of Employee Termination Form is used to notify the Human Resources and Payroll Departments when an employee is separating from the District.

Step 1 - Completing the P11a Form: Complete Sections 1 and 2, and sign on the appropriate signature authorization line of Section 4.

Section 1: Be sure to provide all the requested information in this section. Consult with the HR department if you have questions or need to verify how the actual Termination Date, Last Day Worked and Last Pay Date should be reported.

Section 2: Check the box next to the appropriate reason for the termination of employment.

Section 3: To be completed by HR/Payroll departments.

Section 4: Signature Authorization - See table below.

Voluntary Separations: resignations/retirements	Involuntary Separations: dismissals/layoffs
<ul style="list-style-type: none"> • <i>Temporary Employees (195-day)</i> Signature Authorization levels 1, 2 and 4. • <i>Regular Employees (resigning or retiring)</i> Signature Authorization levels 1, 2 and 4. • <i>Full-Time Faculty (resigning or retiring)</i> Signature Authorization levels 1, 2, 3 and 4. • <i>Associate Faculty (retiring)</i> Signature Authorization levels 1, 2, and 4. 	<ul style="list-style-type: none"> • <i>Temporary Employees (permanent dismissals)</i> Signature Authorization levels 1, 2 and 4. • <i>Regular Employees</i> Signature Authorization levels 1, 2, 3 and 4. • <i>Full-Time Faculty</i> Signature Authorization levels 1, 2, 3 and 4. • <i>Associate Faculty (for cause)</i> Signature Authorization levels 1, 2, 3, and 4.

Step 2 - Exit Interview

- If it is a voluntary separation (resignation/retirement), encourage the employee to complete the Exit Interview Form (P-11b). If the employee chooses to complete the form, instruct them to send it directly the HR department.

Step 3 - Exit Checklist

- As part of the “Exit Process”, the Supervisor needs to schedule a meeting with the employee to review the information addressed on the Exit Checklist Form (P-11c).