

Employee Checkout Sheet

Sonoma County Office of Education

Employee _____ Title _____

Supervisor _____ Department _____

Last workday _____ Reason for leaving _____

Note: The exit interview may be conducted by the department director, assistant superintendent, or Human Resources Assistant Superintendent at the request of the employee or the supervisor.

Department clearance and exit interview: The following items were discussed with the employee if YES is checked or were not applicable if N/A is checked.

	YES	N/A
Reasons for employment termination	<input type="checkbox"/>	<input type="checkbox"/>
Employee feedback about the County Office and the position	<input type="checkbox"/>	<input type="checkbox"/>
Status of work projects, reports, IEPs, etc. including _____	<input type="checkbox"/>	<input type="checkbox"/>
Completion of performance appraisal	<input type="checkbox"/>	<input type="checkbox"/>
Completion of all leave request records, calendars and reimbursement requests	<input type="checkbox"/>	<input type="checkbox"/>
Employee checkout procedure	<input type="checkbox"/>	<input type="checkbox"/>
Is employee required to return items to Business Services? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Return of County Office property: The following items were returned by the employee if YES is checked or were not applicable if N/A is checked.

	YES	N/A	Returned to:
Building access cards, building keys, and car keys	<input type="checkbox"/>	<input type="checkbox"/>	_____
ID badge	<input type="checkbox"/>	<input type="checkbox"/>	_____
Keys to locked file cabinets, desks and other secured areas	<input type="checkbox"/>	<input type="checkbox"/>	_____
Credit cards (gasoline, rental car, telephone)	<input type="checkbox"/>	<input type="checkbox"/>	_____
iPad(s) and iPad passcode(s)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Computer / printer / software	<input type="checkbox"/>	<input type="checkbox"/>	_____
Texts / assessment instruments	<input type="checkbox"/>	<input type="checkbox"/>	_____
Library and audio visual items	<input type="checkbox"/>	<input type="checkbox"/>	_____
Department records / work files / student files / manuals	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency bag (including binder, hard hat, vest, radio, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Human Resources briefing: The following items were discussed with the employee if YES is checked or were not applicable if N/A is checked.

	YES	N/A
COBRA entitlement	<input type="checkbox"/>	<input type="checkbox"/>
Notice and election forms pertaining to benefits	<input type="checkbox"/>	<input type="checkbox"/>
Vacation day payoff	<input type="checkbox"/>	<input type="checkbox"/>
Retirement funds	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment compensation, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Employee _____ Date _____

Supervisor _____ Date _____

Business Services (if applicable) _____ Date _____

Human Resources Department _____ Date _____