



North East Independent School District

8961 TESORO DRIVE · SAN ANTONIO, TX 78217
Phone (210) 407-0188 · Fax (210)804-7056

Human Resources
Department

End of Employment Checklist

Employee Name: _____

Address: _____ Phone Number: _____

Job Title: _____ Campus/Department: _____

Supervisor's Name: _____

Hire Date: _____ Resignation Date: _____

Type of Separation: ☐ Dismissal ☐ Non-Renewal ☐ Resignation ☐ Retirement

I understand: (Please initial and answer each item below)

_____ I must submit an official resignation notice online via [Employee Space](#)

_____ I will have an opportunity to submit an online separation questionnaire

_____ I must complete and submit this form to my immediate supervisor and return all district issued property

_____ I will refer all questions regarding continuation of benefits to the Benefits Office at (210) 407-0187

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



North East Independent School District

8961 TESORO DRIVE · SAN ANTONIO, TX 78217
Phone (210) 407-0188 · Fax (210)804-7056

Human Resources
Department

General Considerations

It is important that an employee leaving NEISD employment is treated with respect and appreciation for work done. Even and perhaps especially in circumstances less than amicable, respect for the departing employee is critical and any personal or public comments should be limited but still positive, as remaining employees observe the treatment that a departing employee receives.

A critical part of the end of employment transition is to obtain from the departing employee a summary of project work, process documentation, location of files (physical and electronic) and any other items related to the transfer of knowledge before the employee's departure.

Transition Plan

Equally important to remaining employees is the fair and effective transfer of the workload for which the department employee was responsible. An orderly but comprehensive work transition plan is critical and should include:

- A timeline and responsibilities around gradual or immediate transition of work as well as clarity around interim or long-term responsibility
- Discuss training responsibilities, and what supervisor or employee will be covering the responsibility
- Communication of plan to the department and co-workers

Exit Interview and Questionnaire

Managers should offer departing employees the opportunity for an exit interview. Please contact the Human Resources Department for assistance at 210-407-0482.



North East Independent School District

8961 TESORO DRIVE · SAN ANTONIO, TX 78217
Phone (210) 407-0188 · Fax (210)804-7056

Human Resources
Department

Where applicable, review and discuss the following items:

HR, Pay and Benefits

- ☐ Advise employee to review leave balances, final pay check date and impact to benefit coverage (contact Payroll or Employee Benefits if assistance is needed)
- ☐ Obtain final mailing address for W-2 or correspondence and update in Employee Space
- ☐ Ensure employee has registered to [My Pay Info](#)
- ☐ Arrange for Separation Interview with Principal, Director or Human Resources
- ☐ Deliver supervisory / employee file notes to HR
- ☐ Recommend employee submits a [Records Request](#) for NEISD service record

Retrieval of Department / Building Property

- ☐ Keys (office, building, desk, other)
- ☐ ID Badge
- ☐ Tools / Equipment
- ☐ Purchasing cards
- ☐ If authorized purchaser, contact suppliers and vendors to remove employee as authorized purchaser
- ☐ Clean out desk / work area



North East Independent School District

8961 TESORO DRIVE · SAN ANTONIO, TX 78217
Phone (210) 407-0188 · Fax (210)804-7056

Human Resources
Department

Computing Equipment Retrieval and Disabling of Access Rights

- ☐ Network access account (network, mainframe, servers, etc)
- ☐ E-mail account – Should email be rerouted? If so, User ID _____
- ☐ “Out of office” Blitz with information for contact person
- ☐ Computer
- ☐ Laptop
- ☐ I-pad
- ☐ Voicemail access code
- ☐ VPN Connection access
- ☐ Cancel specific software access
- ☐ Remove employee’s name from standing distribution
- ☐ Other

Supervisor shall coordinate with other departments for any other items outstanding.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____