

GCQC-EB

EXHIBIT

**RESIGNATION OF PROFESSIONAL
STAFF MEMBERS**

**MINGUS UNION HIGH SCHOOL DISTRICT
EMPLOYEE EXIT FROM EMPLOYMENT CHECKLIST**

Employees are required to complete an exit interview form prior to the release of their final pay warrant. This form must be returned to Human Resources on the last day of work.

Employee's Name
School/Department

To be initialed by Principal/Supervisor:

1. District supplies & textbooks returned _____
2. Equipment checked in _____
3. Personal items taken home _____
4. Keys returned (record ID) _____
5. ID Badge returned (if applicable) _____
6. Time and Effort documentation (if applicable) _____

Email accounts, passwords, and any access to District IT and supplemental resources, including but not limited to, FMX, Boardbook, etc. will be suspended on the last day of work/employment regardless of employee's contract end date. Failure to comply or continued action on District IT services may result in legal action.

Human Resources Clearance Information:

7. Letter of resignation/retirement received _____
8. Insurance coverage ends: _____
9. Payroll (check out) _____

Employee:

I certify that all of the above items have
Exit Interview has been
been completed.
pay warrant authorized.

Employee's Signature _____ Date
Signature Date

Human Resources:

This certifies that the
completed and the final

Name