Executive Branch Offboarding
Manager Checklist for Separating Employees

Once an employee provides notice of their intent to separate from state government, please use this checklist, as you work with your agency human resources (HR) office, to ensure all necessary tasks are completed.

Employee Name (printed): _____
Employee Title: _____
Cabinet/Dept Name: _____
Last Day to Work or Use Paid/Approved Leave: _____

NOTICE RECEIVED

☐ Receive written notice – Template form is preferred but letter is acceptable as long as all of the following information is included:

- Name
- KHRIS User ID or PERNR (preferred)
- Last day to work or be on requested approved/paid leave
- Reason (retirement or resignation – if resignation, reason for resignation)

☐ Acknowledge receipt of resignation in writing. If received via email, a response to their email is acceptable.

☐ Confirm the employee's last working day and consider any requests to use approved paid leave, based on available balances and in compliance with 101 KAR 2:102 or 101 KAR 3:015.

☐ Notify agency HR office/liaison immediately.

☐ Initiate "Request to Fill" process, if position will be backfilled. (Be sure to review and update position description, if necessary.)

NOTIFY KEY DEPARTMENT (These may be handled by the agency HR office.)

☐ IT Department – If not managed by COT, where accounts will deactivate with processing of separation action in KHRIS, contact IT to schedule account/access deactivation.

☐ Facilities/Security – For any building access changes leading up to and including scheduled revoke after last day.

☐ Finance – If the employee had any purchasing authority and/or Procard.

☐ Other: _____

WORK TRANSITION PLANNING

☐ Work with the employee to identify any pending projects and tasks.

☐ Request the employee prepare transition documents, such as standard operating procedures (SOPs), for knowledge transfer. This may include important emails and contacts.

- [ ] Ensure files and records are transferred and/or archived, in compliance with agency records retention requirements.
- [ ] Assign temporary or permanent coverage for duties and begin cross-training/knowledge transfer.
- [ ] Transition system access, following proper protocols.
- [ ] Ensure knowledge transfer is complete before departure.
- [ ] It may be appropriate to have the employee set an autoreply and/or voicemail message, alerting others to their scheduled departure and providing alternate contact information.
- [ ] Consider team impact and communicate upcoming changes to staff as appropriate.
- [ ] Other: _____

PERFORMANCE TASKS

- If the employee is separating effective January 1-30, and eligible for a performance evaluation, complete employee's final evaluation for the prior performance year, before they depart. If applicable, any incentive leave associated with their performance rating will be awarded and applied to their final leave balance. Please contact your agency performance management administrator for guidance.
- If the employee is separating effective prior to January 1, no final evaluation to complete.
- If the employee supervises performance eligible employees:
  - [ ] It is important that you consult with the agency performance management administrator for guidance on the separating employee's responsibility for completing performance reviews for eligible employees prior to their separation. It may be necessary to ensure they have all employee performance documentation up-to-date, compiled, and accessible in the employee and/or manager file, should you be responsible for completing the evaluation.

FINAL DAYS

- [ ] Ensure the employee returns property, such as:
  - ID badge
  - Laptop/computer/monitors
  - Mobile or other work phone
  - Office keys/building access cards
  - Purchasing cards
  - State vehicle or other equipment
  - Files or confidential documents
- [ ] Timesheet: Prior to their departure, to allow time for any necessary corrections, review the employee's time. (Dates should match official notice of separation with no time entered on dates following the last day worked/paid approved leave.)
  - If the employee is a supervisor, ensure reports-to-relationships of their employees are updated (temporarily or permanently, based on plans for position) to allow for necessary time approvals.

- [ ] Travel: Advise the employee to submit any final requests for travel reimbursement, if applicable.
- [ ] Ensure the employee clears their workspace and removes any personal belongings.
- [ ] Remind the employee that any confidentiality obligations will continue to apply after their separation.
- [ ] Other: _____

UPON SEPARATION

- [ ] Update directories
- [ ] Evaluate duties/workload of staff and redistribute if necessary.
- [ ] Other: _____