

## End of Employment or Transfer to New Position Checklist

Staff: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Directions: The supervisor will use this checklist as a guidance to collect resources, electronic devices, keys, inventories, manuals, etc. prior to employees last work day. The completed checklist is forwarded to Supervising Coordinator.

✓

All Staff

**iPad any other electronic device and charging systems are returned to Supervisor. Supervisor will bring devices and charging systems to Camp Point office for Information Systems Manager.**

Notes:

Family Advocates

Recruitment paperwork/portfolio, Recruitment Binder and area resource books are returned to Family & Community Services Coordinator.

Notes:

CB Teachers

Education Files (including past years files) are labeled with child's name, parent's name, birthdate and date of enrollment. The file contains all required paperwork.

Notes:

CB Teachers

Education contacts, screenings and GOLD assessments are up to date in Child Plus. If not, a plan is in place to get them caught up.

Notes:

HB Teachers

Return the car first aid kit and the parent education health special topic-handouts book to Health Coordinator

Notes:

HB Teachers

Return the health and safety notebook, children's files and school readiness books/bags to HB Education Coordinator.

Notes:

HB Teachers & Transporters

Return petty cash, reconciliation forms, charge cards and tax exempt cards to Chief Financial Officer.

Notes:

HB Teachers

Final week of attendance entered in Cplus. Recruitment paperwork/portfolio, Recruitment Binder and area resource books are returned to Family & Community Services Coordinator.

Notes:

All Staff

Workplans, SOPM are turned in. Supervisor will return to Office/ Facilities Manager.

Notes:

All Staff

Checked out resource books from center or Coordinators are turned in.

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Notes:

All Staff	Collect Keys. Attach Staff Key Inventory. Center staff keys stay at center.	
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Notes:

All Staff	Final timesheet, mileage and leave sheets are ready for approval.	
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Notes:

SS only	Curriculum and Center Safety Notebooks are labeled and up to date.	
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Notes:

SS only	Education Coordinator is aware of location of center keys and inventory of keys used at the facility.	
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Notes:

SS only	Child Care Family Files, Fiscal Notebook, and Payment Schedules are up to date.	
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Notes:

SS only	Service Call Log in Child Plus is up to date. Service numbers are up to date in the share file.	
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Notes:

SS only	Charge cards, Petty Cash, Tax Exempt Cards are turned in to Chief Financial Officer.	
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Notes:

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