



# Termination Checklist

## Columbia Supervisor's Checklist for Terminating Employees

### Employee Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department/School: \_\_\_\_\_ Grade: \_\_\_\_\_

Campus Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date Hired (mm/dd/yyyy): \_\_\_ / \_\_\_ / \_\_\_\_\_ Date Terminated (mm/dd/yyyy): \_\_\_ / \_\_\_ / \_\_\_\_\_

### Note to Supervisor

If this is an *involuntary termination*, your goals must be to:

- Reduce legal risks for the University
- Retain employee's dignity
- Protect University's reputation
- Minimize disruptions of the normal functioning department or school

In order to process voluntary and involuntary terminations, a *PAF (Personnel Action Form)* must be completed. Use the following codes to indicate the appropriate type of termination.

### Termination Codes

#### **Voluntary**

##### *Resignation*

- 51 Accepted position outside CU
- 52 Dissatisfied with working conditions
- 53 Relocation
- 54 Health
- 55 Education
- 56 Other personal
- 57 Military service
- 58 Transferred to another job at CU

##### *Retirement*

- 71 Normal: Age 65 and over
- 72 Early: Before 65
- 73 Disability
- 74 Layoff/Retirement

##### *Other*

- 91 Deceased

#### **Involuntary**

##### *Layoff*

- 11 Position eliminated
- 12 Lack of Funding
- 13 Seasonal Layoff
- 14 Lapse of Funding

##### *Discharge*

- 31 Violation of University regulations
- 32 Excessive absence/lateness
- 33 Failure to perform duties

##### *Discharge*

- 41 Release: Unable to Perform Satisfactorily



## Benefits

Time / leave record:

Number of unused vacation days: \_\_\_\_\_

Severance pay: \$ \_\_\_\_\_

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## Counseling

Continuation of health insurance (COBRA option)

Employment

Outplacement services

Exit interview schedule appointment

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## University Property

Collect all keys

Collect CUID (CPMC, HHC, TC)

Collect manuals, laptops, pagers, cellular phones and other equipment

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## Notification of Other CU Offices

Systems Administrators: PIS FFE SIS Other \_\_\_\_\_

Controllers Office (to stop payroll)

Clear all passwords (including AIS, VoiceMail and PC station)

Deactivate swipe access by notifying Control Access (Security)

Cancel signature authority (Controller's Office)

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## Other Termination Issues

1. Encourage employee participation in the *Exit Interview Report*. The primary purpose of the exit interview is to help Columbia examine or correct problematic management policies or practices.
2. Give terminated employee Department of Labor *Record of Employment* form. Obtain employee signature on the tear-off at the bottom of the form and forward to:

Columbia University Human Resources  
Employee & Labor Relations  
1220 Interchurch Center, MC 7710  
475 Riverside Drive  
New York, NY 10115