



# ESP (CLASSIFIED) EMPLOYEE SEPARATION/TRANSFER NOTIFICATION

An employee cannot be officially separated from the District until this form has been completed.

SEPARATION

TRANSFER

## EMPLOYEE/SITE INFORMATION

PLEASE COMPLETE YOUR PORTION OF THIS FORM IMMEDIATELY UPON NOTIFICATION OF SEPARATION

EMPLOYEE NAME:

EMPLOYEE ID E000

POSITION:

POSITION TYPE  PM  RO Other

LOCATION/DEPARTMENT:

LAST DAY OF EMPLOYMENT:

## SEPARATION INFORMATION

REASON FOR SEPARATION:

EMPLOYEE LETTER PROVIDED: Yes  NO

TRANSFER - NAME OF NEW LOCATION/SITE:

IF EOP, PLEASE EXPLAIN:

EMPLOYEE RETURNED ALL DISTRICT PROPERTY (KEYS, TOOLS, ETC.)  YES  NO

EMPLOYEE WAS NOT AVAILABLE FOR SIGNATURE.  YES  NO

Please explain why employee was not available to sign Notification

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE

ADMINISTRATOR SIGNATURE \_\_\_\_\_ DATE

## LAST PAYCHECK INFORMATION

- FINAL PAYCHECK You should receive your final paycheck the Wednesday pay date following the final pay period worked.
- VACATION-UNUSED Accrued vacation will be "paid off" as a supplemental check after your final paycheck has been issued.
- SICK LEAVE-UNUSED You must have been employed for 10 continuous years with WCSD to be eligible for a sick leave payout (not to exceed 25% of the total hours accrued). To be paid out in July of each year.
- RETIREMENT REFUND In order to receive a refund on your retirement (PERS B plan - Employee/Employer paid only), you must contact PERS at (775) 687-4200.
- INSURANCE If you are receiving insurance benefits, you will receive COBRA information in the mail from the Benefits Department. For questions on benefits, please contact 775-348-0321

Mail to New Address

New Phone  Personal Email Address

## FOR HUMAN RESOURCE USE ONLY

VACATION PAY OFF?  YES  NO

HIRE DATE

DELETE SICK BALANCE?  YES  NO

INSURANCE ELIGIBILITY?  YES  NO

COMP TIME?  YES  NO

LONGEVITY AMOUNT

LONGEVITY DATE

HUMAN RESOURCES TECHNICIAN \_\_\_\_\_ DATE

Please forward copy to Employee and Human Resources.