

GRAND FORKS PARK DISTRICT

Rev: 4/8/2021

Employee Exit Checklist

Employee Name: _____ Last Day Worked: _____

Employee Title: _____ Manger Name: _____

Reason for leaving: Quit Fired Seasonal Other : _____

Comments: _____

Would you hire again? Yes No Comments: _____

General Checklist:

- _____ Keys to building and Equipment: Laptop, camera, ipad, credit card, cell phone
- _____ New address / phone number: _____ / _____
- _____ Voicemail password / computer password: _____ / _____
- _____ Notify Leif: email & active directory/ Annette: mileage & phone / Christine & Dan: membership / Jill: media
ROSS: phone list/all employee email
- _____ Sierra: deactivate as supervisor/ update Supervisor list

Employees receiving Park District pension:
CHF/KW/Linc membership

Payroll Dept. Checklist:

- _____ Cobra: Health Accept/Decline Cobra letter – 18 months if retire/terminate & 36 months divorce
- _____ Terminate on BCBS portal (1st or 16th) and on BCBS worksheet
- _____ Terminate Dental portal. Cobra Dental – 18 months if retire/terminate & 36 months divorce
- _____ Terminate Discovery portal Flex - medical, dep. care – contact Discovery benefits for details 1-866-451-3399
- _____ Flex Other: life, accident, cancer – to continue on your own contact Azurance 1-701-795-5356
- _____ Terminate on Madison Disability/Life Worksheet - Website www.NIS.com
- _____ Conversion of Life Insurance: – pay out of pocket www.nisbenefitscom
- _____ Pension Paperwork: Old / New – terminate NDPERS. www.ndpers.nd.gov. Contact for options 1-800-803-7377
- _____ Deferred comp – Contact Nationwide for options 1-877-677-3678
- _____ Vacation payout amount: _____ Sick payout amount: _____
- _____ Take off Vacation/Pension worksheet
- _____ Name on Plaque/Org chart/approved salary/job description

Employee Signature (not required) Date Supervisor/Payroll Signature Date