

Effective Date (This is the first day that you are no longer a City of Portland employee):



Employee Separation from Service (Completed by employee in lieu of letter of resignation.)

Today's Date:

I will be separating from service with the City of Portland (Bureau) _____ . My last working day with the City of Portland is: _____ due to:

- Voluntary resignation.
- Regular retirement.
- End of temporary appointment. (Scheduled end of appointment: _____)
- End of limited duration appointment. (Scheduled end of appointment: _____)

Comments/Reason for Separation:

Employee Name

Personnel Number

Signature of Employee

Date

Employee Separation Checklist (to be completed by Supervisor following employee's exit interview)

Completed?

- Written notice of separation received (Date: _____)
- Employee informed of status of unused leave:
 - Vacation / Personal Holidays
 - Sick Leave
 - Comp Time
- Employee informed of status of health insurance coverage
- Final Timesheet, hours reported: _____
- Request for manual paycheck submitted
- Returned Equipment Checklist (Attach copy to be added to employee file.)
- Returned employee access badge to the Facilities Dispatch Center on the 3rd floor of the Portland Bldg.
- BTS HelpDesk notified to inactivate computer access

Supervisor's Remarks:

Would you recommend this employee for reinstatement? Yes No

Supervisor Signature

Supervisor Name (Print)