

CHEYENNE & ARAPAHO TRIBES

EMPLOYEE EXIT INTERVIEW & CLEARANCE FORM

PRIOR TO EMPLOYEE DEPARTURE FROM OFFICIAL DUTY LOCATION, THE SUPERVISOR SHALL REQUIRE THE RETURN OF ALL PROPERTY, EQUIPMENT, FILES & RECORDS, AND ANY INDEBTNESS TO THE TRIBAL GOVERNMENT OF THE CHEYENNE & ARAPAHO TRIBES. THIS EXIT FORM MUST BE COMPLETED IN ALL DISMISSALS, TERMINATIONS/SEPERATIONS, OR EXTENDED ABSENCES OF 90 DAYS OR LONGER. FINAL PAYROLL CHECKS OR BENEFITS WILL NOT BE RELEASED UNTIL ALL ITEMS HAVE BEEN ACCOUNTED FOR, OR INDEBTNESS RESOLVED. (This is in accordance with Personnel Policy, Sec. 2.21 and Sec. 9.4)

EMPLOYEE NAME: SS#:

POSITION TITLE: DEPARTMENT:

DUTY LOCATION: SUPER. NAME & PHONE #:

DATE OF SEPERATION: FORWARDING ADDRESS:

REASON FOR LEAVING

Dismissal (involuntary separation, attach letter) Termination (RIF, Temp. Employ. Ends)
LWOP/Extended absence (more than 90 days) Transfer Only
Resignation other reason(s), explain:

*** ITEMS TO BE CLEARED/CHECKED BY SUPERVISOR ***

Office Keys/File Cabinet keys Files & Records (Program)
Property & Equipment Gas Receipts
Travel Expense/Vouchers Advance Pay/Leave
GSA/Tribal Vehicle GSA/Tribal Car Keys
Cellular Phone Clothing/Uniforms
Deleted Email Address Deleted Long Distance Code
Employee Identification Card Insurance Pay Roll Deduction (PRD)

CLEARANCE/VERIFICATION/APPROVALS

TO RELEASE EMPLOYEE AS CLEARED OF DEBT, THE FOLLOWING IS DUE FROM FINAL PAYROLL: \$. (If nothing is owed, please place a zero and initial.)

Program Property Custodian Date:
Supervisor/Coordinator Date:
Program Director Date:
Exec. Director Date: