

Departure Checklist

- Borrowed camp property returned Sam _____
- Keys turned in Mark _____
- General Store bill paid Mark _____
- Staff bill paid Mark _____
- Voice mail and e-mail re-routed E-mail _____
- Resident Staff Manual turned in _____
- Reference Release Waiver signed Sam _____
- Residence inspected Sam _____
 - Inventory of furniture
 - Clean
 - Damage to fix or pay for
 - Pet damage (clean/smell/chewing)
 - All trash inside/outside dumped
 - No salvage vehicles left
 - Phone turned off
- NLI filed with DOJ Beth (COR) _____
- Forwarding address (suggest getting change-of-address cards at post office)

Employee's Signature _____ Date _____

Employer's Signature _____ Date _____

Final paycheck held until all items are checked off.

Reference Release Waiver

I authorize Ironwood to furnish any future employers with whom I seek employment with whatever information they may desire regarding my employment here, including my reason(s) for leaving. I am signing this waiver voluntarily and request that Ironwood respond to all reference inquiries with full and complete information.

Since this reference is an important part of my application for my future employment, I therefore waive and release Ironwood from any and all claims or causes of action in law or equity, including, but not limited to, defamation of character or invasion of privacy, which might arise from responding to a reference check.

Staff Member Signature

Date

Separation Report

Employee Name _____

Effective Date of Termination _____ Position _____

Forwarding Address _____

Forwarding Phone _____ E-mail _____

Reasons for Leaving: Voluntary Involuntary _____

Would you rehire this person? Yes No Conditional (See comments below.)

Comments _____

Final Paycheck Issued Departure Checklist Completed

Future Agreements _____

Prepared by _____ Date _____

Title _____