



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

DELETE SICK BALANCE? ☐ YES ☐ NO

INSURANCE ELIGIBILITY? ☐ YES ☐ NO

HIRE DATE

COMP TIME? ☐ YES ☐ NO

LONGEVITY AMOUNT

LONGEVITY DATE

HUMAN RESOURCES TECHNICIAN _____ DATE

Please forward copy to Employee and Human Resources.