

BRC Employee Separation Notification

Notice of: Retirement / Resignation /Termination/ Return to Agreement

(Circle one)

If 'resigning' or 'returning to agreement', **reason:** _____

To: Belt Railway of Chicago

Name (print): _____ Employee ID# _____ Job Title: _____

- Are you a current BRC Agreement Employee? Yes / No
(circle one)

- I hereby **Retire / Resign / Return to Agreement** effective:
(circle one) (first date no longer working in current position)
If return to agreement, please see HR Manager for benefit checklist

- I will be taking vacation before the effective date: Yes / No
(circle one)

If Yes, Start Date: _____ End Date: _____

- Amount of unused vacation/personal/sick day(s) after the effective date (to be paid out): _____

Employee Signature: _____ Date: _____

Received by: _____ Date: _____

This completed form should be forwarded via email to:

- BRCLearn@belrailway.com
- Department Head

Please provide employee with 'Checklist for Termination/Retirement/Transfers Out (Return to Agreement)

CHECKLIST FOR EMPLOYEE SEPARATION

Retirement / Resignation /Termination/ Return to Agreement **(Circle One)**

Employee: _____

EID# _____

Supervisor Tasks	Completed	Not Applicable
Request completed 'Employee Separation Notification' form from employee. (For Retirements/Resignations/Return to Agreement only.) Email completed form to: BRCLeave@belrailway.com		
Review Checklist (below) with employee.		
Send all returned items and completed checklist to Ops Support staff for disposition.		

Employee Tasks	Completed	Not Applicable
Submit completed 'Employee Separation Notification' form to Supervisor. (For Retirements/Resignations/Return to Agreement only.)		
Submit for processing all outstanding business and travel expenses.		
Submit for processing all outstanding purchasing card transactions.		
Clean out desk, cubicle office space, and other storage areas of items responsible for while current incumbent. Clean out any company issued storage locker. Assigned locker #_____.		
Review records in desk and other storage areas for disposal (per Company Records Retention Guidelines) and/or for transition to new incumbent.		

Operations Support Staff Tasks	Completed	Not Applicable
IT Tasks <ul style="list-style-type: none"> • Deactivate User ID (Termination/Retirement/RTA) • Remove Outlook account (Termination/Retirement/RTA) • Disconnect Voice Mail (All) • Cancel Cell Phone/MIFI/Key Fob (Termination/Retirement/RTA) • Destroy Employee ID/Access Card • Update Organizational reference materials (i.e., phone lists, contact lists, etc.) • Deactivate SOS Trans account 		
Finance Task: <ul style="list-style-type: none"> • Destroy credit cards. • Insurance • Safety Shoes (under 1 year) • Vacation Payout • Equipment return is required for final payroll & outstanding vacation due. 		
Crew Board: <ul style="list-style-type: none"> • Remove from crew calling list 		
Human Resources: <ul style="list-style-type: none"> • Exit Interview • Insurance 		
Chief Clerk: <ul style="list-style-type: none"> • Deactivate OOR account • Remove from seniority roster 		

Materials Checklist for Employee Tasks for Transfers	Return/ Cancelled	Not Applicable
Cellular Phone		
Cellular Phone Booster or MIFI		
Key Fob for Computer Access		
Keys to Company Vehicles		
Keys to Office/Desk/Office Furniture		
Office Equipment/Personal Computer Equipment (Includes laptops, home PC's, printers, etc.)		
Bldg. Keys		
Photo ID Badge/Access Card		
Purchasing Card		
Radio: (Please record Radio ID#:)		
Switch/Signal Key & Locks		
Tools		
Parking Pass		
Rear Gate Controller		