

City of Little Rock Termination Guide for Supervisors

In order to limit personal interaction, the following termination guidelines will go into effect immediately until further notice:

- Provide employee with [Unemployment Benefit Notice](#). This is a new notice that is required by law to be provided to employees (can be found on website under Helpful Documents).
- Use [Termination Clearance](#) form (can be found on website under Helpful Documents).
- Complete the top portion of the form with the employee's information.
- Confirm that the City of Little Rock has the correct mailing address on file.
- Immediately enter work order to notify Information Technology of separation from service.
- Obtain a [letter of resignation/retirement](#) from the employee (sample provided under Helpful Documents).
- Notify Finance/Payroll & Purchasing of termination to determine if there are any outstanding items.
- Secure their Badge/ID Card/Sonitrol Card.
- Retrieve any keys belonging to the City they may have (Building & Vehicle).
- Secure their Parking Tag.
- Retrieve any Tools/Equipment belonging to the City that may be in the employee's possession.
- Confirm if employee has utilized the City's Tuition Aid program.
- Secure any Uniform/Fuel Card belonging to the City in the Employee's possession.
- Confirm you have completed all tasks except for those designated to Human Resources on the Termination Clearance form by initialing and dating beside the task.
- Sign and date the form at the bottom and send to Employee Benefits.

Employee Benefits will mail Termination Clearance paperwork to the employee, will call to confirm receipt of the paperwork, and will schedule a time to review the paperwork with the employee over the phone.