CHICAGO STATE UNIVERSITY

EMPLOYEE TERMINATION FORM

I. EMPLOYEE INFORMATION"

PCOG"*N.HO+<" " " " " " "	GHHGEVKXG"VGToRPCVKQP "FCVG<"
WPKXGTUKV["GORNQ[GG"KFGPVKHKECVKQP "%<" """"""""""""""""""""""""""""	NCUV"FCVG"CEVWCNN["YQTMGF<"
GORNQ[GG"ENCUU<"]"_'Cfokpkuvtcvqt""]"_'Ekxkn'Ugtxkeg""]"_'Hcewn{""]"_'Vgorqtct{'Cfokpkuvtcvqt""]"_'Gzvtc/Jgnr"""" " "
RQUKVKQP "VKVNG<" " " " """""""""""""""""""""""""""""""""""""FGRV0PCOG<"

UWRGTXKUQT"PCOG<"	UWRGTXKUQT"RJQPG"%<"

II. REASON(S) FOR TERMINATION"

C0'   XQNWPVCT["TGUKIPCVKQP "

""]"_""""Ceegrvgf "Cpqvjgt'Rqukvkqp"
""]"_""""Jgcnvj "Tgcuqpu"
""]"_""""Kp'itkgw'qh'Fkuokuucn'
""]"_""""Lqd'Cdcpfqpogpv'*pq'ecnnlqq'ujqy'vjtgg'qt'oqtg'fc{u+"
""]"_""""RgtuqpcnlHcokn{'Qdnkicvkqpu"
""]"_""""Rtqdcvkqp'Rgtkqf"
""]"_""""Tgnqecvkqp"
""]"_""""Tgvktgogpv'rgpfkpi "
""]"_""""Qvjgt<"
""]"_""""Tgvktgg"]Dgpghkvu'Qhhkeg'wug'qpn{_"

D0'   NC[QHH"

""]"_""""Ncem'qh'Hwpfu"
""]"_""""Rqukvkqp'Grkokpcvgf "
""]"_""""Tgfwevkqp'kp'Hqteg"

E0'   FKUOKUUCN'//"KPXQNWPVCT["

""]"_""""Cdugpvggkuo IRwpevwcrkv{"
""]"_""""Kpvgpv'vq'Fkuejcti g"
""]"_""""Ownrkrng'Tgcuqpu"
""]"_""""Rtqdcvkqp'Rgtkqf "
""]"_""""Wpucvkuhcevqt{'YqtmlRgthqtocpeg"
"

F0'   QVJGT'KPXQNWPVCT["UGRCTCVKQPU"

""]"_""""Gpfgf "Vgorqtct{IVgto "Crrqkpvogpv"
""]"_""""Itcpv/Eqpvtcev'Gzrktgf "
""]"_""""Jktgf IFgvgt'Yqtmgf "
""]"_""""Ngcxg'Qh'Cdugpeg.'FkucdkrkV{'Gzrktgf "
""]"_""""Vgpwtg'Tgswktgogpvu'Pqv'Ogv"
""]"_""""YqtmgtIu'Eqorgpucvkqp'Gzrktgf "
""]"_""""Qvjgt<"
"

IMPORTANT NOTE:

Wrqp'tgswguvu.'ceeguu'vq'vjg'gornq{ggøu'go ckni'cpf 'xqkego ckni'ecp'dg'i tcpvgf 'hqt'52'fc{u0'Go cknlXqkego cknly kni'dg'nqengf '52'fc{u'htqo "vjg"go rnq{ggøu'vgtokpcvkqp'fcvg0'Vq'i tcpv'vjku'tgswguv.'rngcug'rtqxkfg'vjg'hqmqy kpi 'kphqtocvkqp<"
"
Pco g"qh'vjg'rgtuqp"y jq'y kni'tgegkxg'rcuuy qtf <aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa"""""""Rjqpg"%<aaaaaaaaaaaaaaaa"

III. TRANSFER EMPLOYEE

EwttgpV"KFHQToCVKQP """""""""""""""""""""""""""""""""""VTCPUHGT"KFHQToCVKQP """""""""""""GHHGEVKXG'FCVG<aaaaaaaaaaaaaaaaaa"	
Rqukvkqp"Vkvng<"""""""""""""""""""""""""""""""""""""Pgy"Rqukvkqp"Vkvng<"	
Fgrctvogpv<"""""""""""""""""""""""""""""""""""""""Pgy "Fgrctvogpv<"	
EwttgpV'Uwrgtxkuqt<"""""""""""""""""""""""""""""""""Pgy "Uwrgtxkuqt'Pco g<"	
Uwrgtxkuqt"Rjqpg"%<""""""""""""""""""""""""""""""""""Pgy "Uwrgtxkuqt'Rjqpg"%<"	

NOTICE TO EMPLOYEE "

SUPERVISOR SHOULD READ TO EMPLOYEE:

Go rnq{ggu'ctg'tgurqpukdng'hqt'rc{ kpi "cnn'qwvuvcpfkpi "fgdv'qy gf "vq'vjg"Wpkxgtukv{ .'cu'y gnn'cu.'dgkpi "tgurqpukdng'hqt "tgvwtpkpi "cnn"Wpkxgtukv{ "rtqrgtv{ 0'Hckrwtg'vq'eqorn{ "oc{ "tguwnv'kp "xcecvkqp'rc{ "qwu'dgkpi "tgfwegf "cpf 'qt'ngicn'cevkqp'u 'dgkpi "vcmgp'ci ckpuv'{qw0'

IV. SIGNATURES"

Go rnq{gglFcvg<" " " " " " " " Uwrgtxkuqt IFcvg<"	
Fgrctvogpv'Jgcf IFcvg<" " " " " " " Jwocp'TguqwteguIFcvg<"	

V. DOCUMENTS ATTACHED"[ ] NO   [ ] YES, as listed:"""""""""""""

"""""]"_'Ngwgt'qh'Tgukipcvkqp"
""""""]"_'Vgtokpcvkqp IUgrctcvkqp'Ejgem'Nkuv"""
""""""]"_'Rgthqto cpeg'Crrtckucn'l'Rtqdcvkqp'Hqto "

VI. CHECK LIST""*as listed:*"""

"""""]"_'QHHkeg'Mg{u'jcxg'dggp'eqmgevgf "cpf "Tgvwtpgf "vq'Rqnkeg"""
"""""]"_'Ncrvqr "
""""""]"_'EgmIRjqpg"
"""""]"_'Go rnq{gg"KF.'R/Ectf "
"