



CAMERON COUNTY

EMPLOYEE NOTICE OF SEPARATION & TERMINATION

DEPARTMENT _____

DATE _____

NAME _____

EMPLOYEE I.D. # _____ **PCN #** _____

FIRST WORK DAY _____ **LAST WORK DAY** _____

FOR PERSONNEL DEPARTMENT REASON FOR SEPARATION

LAID OFF FOR LACK OF WORK

VOLUNTARY QUIT/RESIGNATION

DISCHARGED FOR MISCONDUCT/VIOLATION

RESIGN IN LIEU OF TERMINATION

REMARKS/EXPLANATION _____

(See back page)

REMUNERATION PAID AFTER SEPARATION

LAST DAY ON PAYROLL _____ **END PAY RATE** _____

VACATION OWED _____ **COMP TIME OWED** _____

DEPT. NAME _____

DEPT. NO. _____

SIGNED BY _____

TITLE _____

(Remarks/explanations see back page, include all separation/resignation documentation)

Voluntary Quit

Checklist Index

- General
- During Assignment
- Accepted Assignment, But did Not Report
- Abandonment or Walked Off the Job
- Health Reasons
- Return to School
- Retirement

Lack of Work

Checklist Index

- Downsizing
- End of Grant/End of Temporary Work
- Assignment Completed
- Job Refusal
- Reduction in Hours
- Due to a Natural Disaster
- Due to Labor Dispute

Discharge

Checklist Index

- Suspension
- Unsatisfactory Work Performance
- Violation of Company Policy
- Excessive Absences and/or Tardiness
- Falsification
- Sleeping on the Job
- Substance Use at Work
- Fighting
- Safety Violation
- Destruction of, or Damage to, Company Property
- Cash Shortages
- Unauthorized Removal of Company Property
- Willful Refusal to Perform Job Duties
- Insubordination
- Leaving Work Without Permission