

**TEXAS ASSOCIATION OF COUNTIES
NOTICE OF EMPLOYEE SEPARATION**

URGENT

Mail Immediately

The following employee was separated **TODAY**:

Upon Separation of Any Employee

(Name)		TALX Employer Services PO Box 1160 Columbus, OH 43216 DIRECT FAX: 1(866)848-0100			
(Social Security Number)					
(Job Title & Description)		First day worked (date)		Rate of Pay: Starting	
Wages Reported to State of		Last day worked (date)		Rate of Pay: Ending	

REASONS FOR SEPARATION (Check one and explain under remarks)			04 - Discharge			05 - Vacation		
01 - Lack of Work			<div><input type="checkbox"/> 0400 No other information <input type="checkbox"/> 0401 Insubordination <input type="checkbox"/> 0402 Violation of co. rules/policies <input type="checkbox"/> 0403 Violation of safety rules <input type="checkbox"/> 0404 Reported under influence alcohol <input type="checkbox"/> 0405 Reported under influence drugs</div>			<div><input type="checkbox"/> 0500 No other information <input type="checkbox"/> 0501 Scheduled vacation with pay <input type="checkbox"/> 0502 Shutdown for vacation <input type="checkbox"/> 0503 Shutdown for vacation, eligible for vac. pay <input type="checkbox"/> 0504 Shutdown for vacation, eligible for partial vac pay</div>		
<div><input type="checkbox"/> 0100 No other information <input type="checkbox"/> 0101 Reduction in force <input type="checkbox"/> 0102 Job eliminated <input type="checkbox"/> 0103 Reorganization <input type="checkbox"/> 0104 Completed Assignment: did not call avail. <input type="checkbox"/> 0105 Completed Assignment: called in available <input type="checkbox"/> 0106 End of temporary employment <input type="checkbox"/> 0107 End of seasonal employment <input type="checkbox"/> 0108 Project completed <input type="checkbox"/> 0109 Casual <input type="checkbox"/> 0111 Partially unemployed reduced hours <input type="checkbox"/> 0113 On Call <input type="checkbox"/> 0116 Temporary <input type="checkbox"/> 0120 Plant Closed</div>								
02 - Not Separated			<div><input type="checkbox"/> 0410 Destruction of co. property-willful <input type="checkbox"/> 0411 Destruction of co. property-carelessness <input type="checkbox"/> 0412 Fighting on company property <input type="checkbox"/> 0413 Leaving work station <input type="checkbox"/> 0415 Falsification Emp. Application <input type="checkbox"/> 0416 Dishonesty-falsified co. records <input type="checkbox"/> 0417 Dishonesty-unauthorized removal of Company property <input type="checkbox"/> 0418 Dishonesty-monetary theft <input type="checkbox"/> 0419 Dishonesty-other <input type="checkbox"/> 0425 Absenteeism-unreported <input type="checkbox"/> 0426 Absenteeism-excessive and/or unauthorized <input type="checkbox"/> 0428 Tardiness-frequent <input type="checkbox"/> 0431 Failed to maintain union status <input type="checkbox"/> 0432 Excessive garnishments <input type="checkbox"/> 0436 Quality of work <input type="checkbox"/> 0437 Quantity of work <input type="checkbox"/> 0438 Poor performance <input type="checkbox"/> 0439 Probationary-not qualified for job <input type="checkbox"/> 0440 Poor judgment-no misconduct <input type="checkbox"/> 0441 Lack of technical knowledge <input type="checkbox"/> 0451 Inability to work-illness <input type="checkbox"/> 0452 Failure to pass physical</div>			<div><input type="checkbox"/> 0800 No other information <input type="checkbox"/> 0801 Voluntary-with pension (contributory) <input type="checkbox"/> 0802 Voluntary-with pension (non-contributory) <input type="checkbox"/> 0803 Voluntary-without pension <input type="checkbox"/> 0806 Contractual-with pension (contributory) <input type="checkbox"/> 0807 Contractual-with pension (non-contributory) <input type="checkbox"/> 0808 Contractual-without pension <input type="checkbox"/> 0811 Involuntary-with pension (contributory) <input type="checkbox"/> 0812 Involuntary-with pension (non-contributory) <input type="checkbox"/> 0813 Involuntary-without pension <input type="checkbox"/> 0816 Disability-job related <input type="checkbox"/> 0817 Disability-not job related</div>		
<div><input type="checkbox"/> 0200 Not separated <input type="checkbox"/> 0204 Disciplinary layoff <input type="checkbox"/> 0211 Change in other employment <input type="checkbox"/> 0214 Inconvenient weather</div>								
03 - Quit			07 - Leave of Absence			06 - Labor Dispute		
<div><input type="checkbox"/> 0300 Reason unknown <input type="checkbox"/> 0301 Abandoned job <input type="checkbox"/> 0302 Walked off job <input type="checkbox"/> 0303 Did not return from leave <input type="checkbox"/> 0304 Did not return from layoff <input type="checkbox"/> 0305 Personal-not job related <input type="checkbox"/> 0306 School <input type="checkbox"/> 0307 Marriage <input type="checkbox"/> 0308 Relocate <input type="checkbox"/> 0309 Family obligations <input type="checkbox"/> 0310 Unable to obtain baby-sitter <input type="checkbox"/> 0311 Transportation <input type="checkbox"/> 0314 Continued Employment: New Owner <input type="checkbox"/> 0315 Accept another job <input type="checkbox"/> 0316 Go into own business <input type="checkbox"/> 0320 Illness <input type="checkbox"/> 0321 Maternity <input type="checkbox"/> 0326 Enter military <input type="checkbox"/> 0330 Dissatisfaction-work hours <input type="checkbox"/> 0331 Dissatisfaction-salary <input type="checkbox"/> 0332 Dissatisfaction-working conditions <input type="checkbox"/> 0333 Dissatisfaction-performance review <input type="checkbox"/> 0334 Dissatisfaction-supervisor <input type="checkbox"/> 0335 Dissatisfaction-company policies <input type="checkbox"/> 0350 Resignation in lieu of discharge (protest) <input type="checkbox"/> 0351 Resignation in lieu of discharge (no protest)</div>			<div><input type="checkbox"/> 0700 No other information <input type="checkbox"/> 0701 Illness <input type="checkbox"/> 0702 Maternity <input type="checkbox"/> 0705 Injury-work connected <input type="checkbox"/> 0706 Injury-not work connected <input type="checkbox"/> 0710 Military <input type="checkbox"/> 0711 Family Obligations <input type="checkbox"/> 0712 Personal <input type="checkbox"/> 0713 School <input type="checkbox"/> 0714 Other</div>			<div><input type="checkbox"/> 0600 No other information <input type="checkbox"/> 0601 Member of striking union <input type="checkbox"/> 0602 Refused to cross picket line <input type="checkbox"/> 0603 Strike-other union <input type="checkbox"/> 0604 Company lockout <input type="checkbox"/> 0605 Unsanctioned strike</div>		
						<div><input type="checkbox"/> 09000 No information whatsoever <input type="checkbox"/> 09001 Refusal to work <input type="checkbox"/> 09002 Change of status <input type="checkbox"/> 09003 Transfer to new location <input type="checkbox"/> 09009 Death</div>		

REMARKS (use this section to inform us of any information regarding the separation. If faxing to us please provide any copies of documentation)

REMUNERATION PAID AFTER SEPARATION:			
Vacation Pay	\$	Pension	\$
Allocated	\$	Financed Wholly By Employer In Part By Employer	
Severance Pay	\$		
Allocated	\$		

<div>Company Name: _____</div> <div>Address _____</div> <div>City, State, Zip _____</div> <div>Location #: _____</div> <div>Submitted By: _____</div> <div>Phone # _____</div> <div>FAX # _____</div>	<div>E-mail Address _____</div>
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