

Government of the United States Virgin Islands



www.VIDE.vi

Department of Education Division of Human Resources

1834 Kongens Gade
St. Thomas, VI 00802
Phone: (340) 774-0100
Fax: (340) 774-2915

2133 Hospital Street
Christiansted, VI 00820
Phone: (340) 773-1095
Fax: (340) 778-8995



www.teachusvi.net

Part I – Employee Information

NAME OF EMPLOYEE	
EMPLOYEE NUMBER	
POSITION TITLE	
POSITION CONTROL NUMBER	
DEPARTMENT	
SEPARATION DATE	

Part II - Separation Checklist

DEPARTMENT	ITEM	DATE CLEARED	CLEARED BY (NAME & SIGNATURE)
Separating Department	Office equipment, Cell Phones, Keys,		
Business Office	Outstanding financial Obligations, Travel Reports,		
Human Resources	Identification Badges		
Information Technology	Lap top, E-mail account cancellation,		

Part III – Exit Interview

DEPARTMENT	DATE SCHEDULED	DATE CLEARED	COMMENTS
Human Resources			

Part IV – Final Approval

Nicole S. Jacobs, MSHR, IPMA-CP, SHRM-SCP
Director of Human Resources

Date