



NOTICE OF EMPLOYEE SEPARATION

URGENT

Forward Immediately

The following employee was separated TODAY: Upon Separation of Any Employee
Claimant's Name: PA MUNICIPAL AUTHORITIES ASSOCIATION
Social Security Number: 1000 NORTH FRONT ST., SUITE 401
Job Title: WORMLEYSBURG, PA 17043
**** Please provide all supporting back-up documentation on the separation reason along with this form. This would include resignation letter, exit interview info, termination letter, warning, write-ups, action plans, etc ****
Name: Mike Baer
Phone: 717-737-7655
Fax: 717-737-8431
Email: baer@municipalauthorities.org

REASON FOR SEPARATION (Check one and explain under remarks)
First day worked Last day worked Rate of Pay: Starting Rate of Pay: Ending

01 - Lack of Work 04 - Discharge 05 - Vacation 06 - Labor Dispute 07 - Leave of Absence 08 - Retirement Miscellaneous
0100 No other information 0400 No other information 0500 No other information
0101 Reduction in force 0401 Insubordination 0501 Scheduled vacation with pay
0102 Job eliminated 0402 Violation of company rules/policies 0502 Shutdown for vacation
0103 Reorganization 0403 Violation of safety rules 0503 Shutdown for vacation, eligible for vac. pay
0104 Completed assignment; did not call avail. 0404 Reported under influence alcohol 0504 Shutdown for vacation, eligible for partial vac. pay
0105 Completed assignment; called in unavail. 0405 Reported under influence of drugs
0106 End of temporary employment 0406 Violation of alcohol/drug policy
0107 End of seasonal employment 0407 Failed drug test
0108 Project completed 0408 Violation of driving policies
0109 Casual 0409 Violation of sexual harassment policy
0111 Partially unemployed, reduced hours 0410 Destruction of company property-willful
0113 On call 0411 Destruction of co. property- carelessness
0116 Temporary 0412 Fighting on company property
0120 Location closed/sold 0413 Leaving work station
0121 Client canceled/leased employee 0414 Leaving child unattended (child care)
0415 Falsification of employment application
0416 Dishonesty-falsified company records
0417 Unauthorized removal of company property
0418 Dishonesty-monetary theft
0419 Dishonesty-other
0420 Inappropriate discipline (child care)
0425 Absenteeism-unreported
0426 Absenteeism-excessive and/or unauthorized
0428 Tardiness-frequent
0431 Failed to maintain union status
0432 Excessive garnishments
0433 Shortages
0435 Mutual agreement - Do not protest
0436 Quality of work
0437 Quantity of work
0438 Poor job performance
0439 Probationary-not qualified for job
0440 Poor judgment-no misconduct
0441 Lack of technical knowledge
0442 Violation of EEOC policy
0443 Removed from payroll/exp. of FMLA
0445 Mishandling of company documents
0450 Mismanagement of company funds
0451 Inability to work-illness
0452 Failure to pass physical
0453 Failed to provide valid I-9 form
0454 Failed background check
0455 Not reporting inappropriate discipline
0458 Possession of weapon (child care)
0459 Conduct detrimental to company
0460 Accused/convicted of crime child related
0462 Unauthorized solicitation (child care)
0463 Inappropriate personal appearance
02 - Not Separated 0200 Not separated
0201 Permanent part-time, no change in hours
0202 Reasonable assurance
0204 Disciplinary lay off
0211 Change in other employment
0214 Inclement weather
03 - Voluntary Resignation 0300 Reason unknown
0301 Abandoned job
0302 Walked off job
0303 Did not return from leave
0304 Did not return from layoff
0305 Personal-not job related
0306 School
0307 Marriage
0308 Relocate
0309 Family obligations
0310 Unable to obtain baby-sitter
0311 Transportation
0312 Refused recall
0314 Continued employment; new ownership
0315 Accept another job
0316 Go into own business
0320 Illness
0321 Maternity
0323 Not eligible for leave/FMLA
0326 Enter military
0330 Dissatisfaction-work hours
0331 Dissatisfaction-salary
0332 Dissatisfaction-working conditions
0333 Dissatisfaction-performance review
0334 Dissatisfaction-supervisor
0335 Dissatisfaction-company policies
0350 In lieu of discharge (protest)
0351 In lieu of discharge (no protest)
0600 No other information
0601 Member of striking union
0602 Refused to cross picket line
0603 Strike-other union
0604 Company lockout
0605 Unsanctioned strike
0700 No other information
0701 Illness
0702 Maternity
0703 Involuntary
0705 Injury-work connected
0706 Injury-not work connected
0709 FMLA
0710 Military
0711 Family obligations
0712 Personal
0713 School
0714 Other
0800 No other information
0801 Voluntary-with pension (contributory)
0802 Voluntary-with pension (non-contributory)
0803 Voluntary-without pension
0806 Contractual-with pension (contributory)
0807 Contractual-with pension (non-contributory)
0808 Contractual-without pension
0811 Involuntary-with pension (contributory)
0812 Involuntary-with pension (non-contributory)
0813 Involuntary-without pension
0816 Disability-job related
0817 Disability-not job related
9000 Miscellaneous
9001 Refusal to work
9002 Change in employment status
9003 Transfer to new location
Remarks: (Please provide any information that would help TALX better understand the separation reason)