EMPLOYEE SEPARATION CHECKLIST

Complete the information in the spaces provided for the employee upon separation. Attach the Checklist to the Separation PR & Request for Hire and submit to Human Resources.

Employee Name: _____ Employee ID # _____

Town Property	**Quantity**	**Date Issued**	**Date Returned**
ID Badge			
Purchasing Card			
Town Owned Keys			
Door(s)			
Vehicle			
Desk			
Filing Cabinet(s)			
Other:			
Manuals/Books/etc.			
Tools/Equipment/Uniforms/etc.			
Pager			
Cellular Telephone			
Laptop Computer			
Uniforms			
Other:			

Files/Records/Work Products

All Files returned/accounted for:	Yes	No
All Record(s) returned/accounted for:	Yes	No
All Work Products returned/accounted for:	Yes	No
Other:	Yes	No

If No, Date manager notified: _____

Manually reset Voice Mail Password (if applicable)

Forward telephone to main department telephone number

Complete all time sheets

Notify employee to complete Exit Interview

Notify HR & IT to delete Network, E-mail, and program(s) security/access

Other: _____

I certify that I have returned all items in my possession that are the property of the Town of Davie and that all files, records and work products assigned to me are accounted for.

_____ _____

Employee's Signature Date

I certify that the employee has returned all assigned items that are the property of the Town of Davie and that all files, records and work products assigned to the employee are accounted for.

_____ _____

Supervisor's Signature Date

_____ _____

Supervisor's Name *(Please Print)* Supervisors Title *(Please Print)*