



**HUMAN RESOURCES DEPARTMENT
SEPARATION CHECKLIST/RETURN OF CITY
PROPERTY**

Separating Employee's Name: _____ Position: _____

Separating Employee's Department: _____ Effective Date of Separation: _____

City Representative: Please check off each applicable item that is returned and indicate:

Employee identification/security card (*City Rep. to forward to the Human Resources Dept.*)

City Vehicle Keys

Building Keys

Desk/File Keys

Fuel Keys/Gas Card

Uniform(s)

City Badge (*e.g. Police/Code Enforcement/Parking Enforcement. badge*)

City Issued Weapons (*e.g. Police Department*)

City Cell Phone (*City Rep. to forward to the Information Technology Dept.*)

City Laptop/Computer (*City Rep. to forward to the Information Technology Dept.*)

City Parking Permits/Decals/Plaques

Other _____

Separating Employee Signature/Date

Human Resources Dir./Signature/Date

Dept. Director or Designee/Signature/Date