

County of Gloucester Human Resources Manual

| | | |
|------------------------------|--|--------------------------|
| CHAPTER: SECTION: | 3 - CHANGES IN EMPLOYMENT & SEPARATION FROM SERVICE | ADOPTED: 11/21/06 |
| | 9 – SEPARATION FROM SERVICE | REVISED: 5/22/24 |

EXHIBIT D – EMPLOYEE TERMINATION CHECK LIST

- **Department**

This section to be completed by the Department.

| | |
|------------------|-----------------|
| Employee Name | |
| Termination Date | Position |
| Department | Department Head |

| | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> County ID | <input type="checkbox"/> Tools/Equip | <input type="checkbox"/> Beeper | <input type="checkbox"/> Keys |
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Leave Time | <input type="checkbox"/> Uniform | <input type="checkbox"/> Sick Buyback |
| <input type="checkbox"/> Gas Pump Privileges | <input type="checkbox"/> Where applicable, coordinate deactivation of Palm Security | | |
| <input type="checkbox"/> Checklist to IT | | <input type="checkbox"/> Checklist to HR | |
| <input type="checkbox"/> Exit Interview Set-Up | | | |

| | |
|---------------|-------|
| Completed by: | Date: |
|---------------|-------|

County of Gloucester
Human Resources Manual

• Human Resources

This section to be completed by Human Resources.

| | |
|------------------|-----------------|
| Employee Name | |
| Termination Date | Position |
| Department | Department Head |

Department Checklist IT Checklist Exit Interview Workers' Compensation Clearance

| | |
|---------------|-------|
| Completed by: | Date: |
|---------------|-------|

County of Gloucester
Human Resources Manual

• **Information and Technology**

This section to be completed by IT.

Employee Name

Termination Date

Department

Edmunds
 E-Mail

Internet
 Network

Hardware
 Software

Deactivate ID Card

Completed by:

Date: