



CORONA FIRE DEPARTMENT

Employee Separation Checklist

Name: _____

Position Title: _____ Separation Date: _____

Reason for Separation (check one)

Voluntary Resignation () Service Retirement () Layoff ()
 Dismissal () Disability Retirement () Other ()

	Department Rep.	Date Processed
1. City/Department I.D. card	_____	_____
2. City parking pass	_____	_____
3. Badge/collar ornaments	_____	_____
4. Laptop computer (password) _____	_____	_____
5. Cell phone (password) _____	_____	_____
6. Keys (office, station, knox, vehicle)	_____	_____
7. PPE	_____	_____
8. Password for desk phone _____	_____	_____
9. City of Corona credit card(s)	_____	_____
10. Backup computer files (contact I.T.)	_____	_____
11. Computer LOG ON (removal/contact I.T.)	_____	_____
12. Department – Emergency Recall List updated	_____	_____
13. Received resignation or retirement notice	_____	_____
14. Processed Personnel Action form	_____	_____
15. Inform employee to schedule an Exit Interview with Human Resources	_____	_____
16. Additional comments _____	_____	_____

Chief Officer's Signature _____ Date _____