Termination CheckList

Employee:	
Department:	
Termination Date:	

Complete form indicating all items/equipment/sign-ons, and send to appropriate managers shown in green:

Yes; No; N/A	Supervisor is to:	Status Comments
	Complete Ee Action Form; Copy to Payroll/Co. Admin.	
	Show remaining vacation days due employee (ee) on Action Form. If ee is terminated, vacation must be paid in 72 hrs.	
	Did employee return lap top?	
	Did employee return individual office door key?	
	Maintenance:	
	Terminate employee's access to County buildings	
	Return Bldg. Keys/Fobs to Maintenance	
	Return Parking Pass	
	Turned in assigned County vehicle to Maintenance Manager, if applicable	
	911 Center:	
	Did employee return cell phone?	
	Did employee return mobile radio?	
	IT:	
	Terminate computer access?	
	Terminate LogMeIn/Home and/or IPSwitch?	
	Forward this employee's email to:	
	Terminate this employee's email?	
	Terminate access to shared drives:	
	Request copy of shared drive info? Define;To Who	
	County Administrator:	
	Turn in County Badge	
	Exit Interview	
	Deputy County Administrator:	
	Terminate Pcard	
	Other:	
	Notify other departments/agencies of termination?	