

Form 2.5A - EMPLOYEE SEPARATION OR TRANSFER CHECKLIST

County of Fluvanna

The list below includes items to be returned or access to be revoked upon employee leaving county Government employment or transferring to another County position.

Section A – EMPLOYEE INFORMATION								
Employee Name	Position Title			Department	Last Day of Work			
Section B – ITEMS TO BE RETURNED OR ACCOUNTED FOR								
Item	Yes	No	N/A	Item	Yes	No	N/A	
1. PAR submitted to HR				14. Network Account Closed by IT				
2. County ID Card				15. County Software Programs				
3. Keys (Doors, cabinets, desks, etc.)				16. Software Passwords				
4. Uniforms				17. Website Name/Info updated				
5. County Weapons				18. Telephone Voice Mail Reset				
6. County Tools				19. IT Equipment (Desktop PC)				
7. County Walkie-Talkie / Radio				20. IT Equipment (Laptop)				
8. County Manuals, Supplies, etc.				21. IT Equipment (iPad)				
9. County Credit Card				22. IT Equipment (Cell Phone)				
10. County Gas Card				23. IT Equipment (Printer)				
11. Vehicle Keys				24. _____				
12. Committee & Meeting Assignments				25. _____				
13. Removed from Auth. Signature List				26. _____				
Comments								
Section C – REVIEW AND SIGNATURE								
Employee Signature / Date	Supervisor Signature / Date			HR Signature / Date				