



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

Separating Employee's Name/I.D. No.: _____ Position Title: _____

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

SEPARATION TYPE:

- Resignation
- Termination
- Separation with vested rights
- Lay-Off ___ Permanent ___ Temp
- Deceased

Eligible to Rehire Yes No

If not, requires documentation attached

RETIREMENT TYPE:

- Normal
- D.R.O.P. Ended
- Disability
 - Service Connected
 - Not Service Connected

Eligible to Rehire Yes No

If not, requires documentation attached

City Representative: Please initial next to each applicable item that is returned and indicate "N/A" next to each item that is not applicable to the separating employee:

- Employee identification/security card (*City Representative to forward to the Human Resources Department*)
- City Vehicle Keys
- Building Keys
- Desk/File Keys
- Fuel Keys (*City Representative to forward to the Public Works/Automotive Division*)
- P-Card (*City Representative to forward to the Finance Department*)
- Gas Card (*City Representative to forward to the Finance Departments*)
- Uniform(s)
- City Badge (*e.g. Police/Code Enforcement/Parking Enforcement badge*)
- City Issued Weapons (*e.g. Police Department*)
- City Cell Phone (*City Representative to forward to the Information Technology Department*)
- City Laptop/Computer (*City Representative to forward to the Information Technology Department*)
- City Parking Permits/Decals/Plaques (*City Representative to forward to the Parking Division*)
- Notary Stamp (*paid by the City*)
- Tools (*Please list*): _____
- Other department issued equipment (*Please list*): _____

Separating Employee Signature/I.D. No. Department Director/Signature/Date City Manager/Signature/Date

City Representative Signature/I.D. No. Assistant City Manager/Signature/Date Human Resources Dir./Signature/Date

Please return original completed form to the Human Resources Department to be included in the separating employee's personnel file.