MACOMB COUNTY

Human Resources and Labor Relations Department 1 South Main Street, 6th Floor, Mount Clemens, MI 48043 • Phone (586)469-5280 • Fax (586)469-6974

EMPLOYEE TERMINATION and EQUIPMENT CHECKLIST

Employee ID:				Terminatio	n Date:					
Employee Name:				Employee Phone No:						
Last, First, MI										
Department:				Classification:						
Employee Personal Email: Status: Full-time Part-time Temporary Reason for Termination:										
				Direct Supervisor's Name & Phone Number: Do you intend to fill this position?						
								Explanation:		
			Elected Official/Department Head Signature				Date			
Elected Official/De	partment H	lead Signatu		,		Date				
Elected Official/De Equipment Ret		lead Signatu Initials	ure Date Returned	Equipment Retu	rned	Date Initials	Date Returned			
			Date	Equipment Retu	rned					
Equipment Ret	urned		Date		rned					
Equipment Ret Building Keys	urned		Date	Radio	rned					
Equipment Reto Building Keys Cell Phone / Blackbe	urned		Date	Radio Security Badge	rned					
Equipment Reto Building Keys Cell Phone / Blackbe Department Keys	urned		Date	Radio Security Badge Tools	rned					
Equipment Reto Building Keys Cell Phone / Blackbe Department Keys I.D.	urned		Date	Radio Security Badge Tools Uniform	rned					
Equipment Reto Building Keys Cell Phone / Blackbe Department Keys I.D. Laptop	rry		Date	Radio Security Badge Tools Uniform Vehicle / Keys	rned					
Equipment Retained Building Keys Cell Phone / Blackbee Department Keys I.D. Laptop Materials To be completed by	urned rry Dy HRLR:	Initials	Date Returned	Radio Security Badge Tools Uniform Vehicle / Keys			Returned			
Equipment Reternal Building Keys Cell Phone / Blackbee Department Keys I.D. Laptop Materials To be completed be Date of Hire:	rry by HRLR:	Initials Tin	Date Returned	Radio Security Badge Tools Uniform Vehicle / Keys Other:	Payoff D	Initials Date:	Returned			
Equipment Reternal Building Keys Cell Phone / Blackbee Department Keys I.D. Laptop Materials To be completed by Date of Hire: Debit Card:	rry Dy HRLR:	Tin s If Yes, Car	Date Returned mecard Audit: ncel Account:	Radio Security Badge Tools Uniform Vehicle / Keys Other:	Payoff I	Initials Date:	Returned			