



City of Newport Beach
Human Resources Department

Department Employee Separation Checklist

Please complete the following checklist for all separating employees and route back to HR.

Employee Name	Employee #	Last Day Worked	
Employee's Position	Employee's Supervisor	Dept	
Forwarding Address	City	State	Zip
Forwarding Email	Phone Number	Text? Y or N	

Check	List of Items	Responsible Party(ies)
	Close their email account	Department or Administrative Assistant to email ITHelp
	Designate who will monitor email	Department or Administrative Assistant to email ITHelp
	Uniforms	Supervisor to collect for Department
	Badges	Supervisor to collect for Department
	Employee ID Card	Supervisor to collect and forward to HR
	City Credit Card	Supervisor to collect and forward to Finance
	Employee Parking Permit	Department or Admin Assistant to email Revenue to revoke revenuehelp@newportbeachca.gov
	All City Keys	Supervisor to collect for Dept or forward to HR (A Key)
	City Cell Phone	Supervisor to collect for Department
	Misc. City Items	Supervisor to collect for Department
	Voluntary Exit Interview	Employee to contact HR

For questions on **retirement, health benefits, COBRA & life insurance** please contact Human Resources: (949) 644-3294 or hbenefit@newportbeachca.gov.

Contact Eric Winston at Empower Retirement for **deferred compensation** questions: (951) 404-9112 or eric.winston@empower.com.

The Credit Union of Southern California (866) 287-6225 CalPERS (888) 225-7377 or www.calpers.ca.gov

Completed by: _____ **Date:** _____