CAL FIRE - CZU

PRINT

CHECK-OUT

SEPARATING – TRANSFERRING – RETIRING

DATE:	
EMPLOYEE NAME:	**POSITION HELD:**
LAST DAY WORKED:	**LOCATION:**

TYPE OF SEPARATION *(Check One):*

_____ SEPARATING

_____TRANSFERRING to UNIT

_____RETIRING

COMPLETE AND ATTACH ALL OF THE FOLLOWING DOCUMENTS PRIOR TO ARRIVING AT FELTON HEADQUARTERS:

_____ FINAL TIMESHEET SIGNED

_____ SEPARATION/DISPOSITION OF CALPERS CONTRIBUTIONS

_____ COBRA ELECTION FORM **SIGNED** (declined or accepted)

_____ SEASONAL EMPLOYEE'S PERFORMANCE RECORD *(If applicable)*

_____ FIREFIGHTER I EXIT SURVEY (Completed and put in a confidential envelope - *If applicable*)

CHECK-OUT PROCESS

Your check-out will be subject to sign off from the following:

PERSONNEL

- ☐ All of the above documentation completed and turned in. **Signed by:**

SERVICE CENTER

- ☐ Structure PPE (Clean and in good repair)
- ☐ Wildland PPE (Clean and in good repair)
- ☐ Badge
- ☐ State ID Card
- ☐ Keys

Comments: **Signed by:**

TRAINING

- ☐ CZU Training Information Packet *(If applicable)*
- ☐ Where training records are to be forwarded? _____
- ☐ Submit FFI intent to be County Volunteer *(If applicable)* **Signed by:**

ECC

- ☐ Telephone Pager
- ☐ Radio Pager
- ☐ Handi-Talkie, Prop #_____
- ☐ Cell Phone **Signed by:**

FINANCE *Finance will be the last to sign off.*

- ☐ Cleared Advances
- ☐ Payment for meals
- ☐ Final Pay Check
- ☐ Cal Card *(If applicable)*
- ☐ Certified Purchaser Card *(If applicable)*

Comments: **Signed by:**

Return completed CHECK-OUT sheet to Personnel.