

Separation From Employment Process

All employees leaving the employment of the County Office due to retirement, resignation, dismissal, or other means of separation follow a separation from employment procedure which includes the submission of a resignation/retirement letter, an exit interview and department clearance, the return of any County Office property assigned to the employee, and notification of rights and benefits by the Human Resource Services (HRS) Department. This separation from service procedure provides an opportunity for the employee and the employer to discuss the reasons for the voluntary or involuntary termination of employment and ensures that the legal and practical aspects of separation are completed in an efficient, professional and timely manner.

Purpose:

To perform the legal and practical aspects of separation from County Office employment in an efficient, professional and timely manner; to give an employee the opportunity to freely discuss the reasons for separation; to gain information which will allow the County Office to improve procedures and working conditions.

Procedures:

1. **Employee** submits notification for separation of employment letter to immediate supervisor, specifying the effective date in the letter. Immediate supervisor forwards the information to the Department Director.
2. **Department Director**
 - a. Resignation: Accepts and acknowledges receipt of the notification for separation of employment and forwards it to the Department Administrative Specialist
 - b. Retirement: Receive letter of announcement for retirement and forward it to the Department Administrative Specialist.
 - c. Release/Termination: provide a copy of the termination letter to the employee, with signed or initialed acknowledgment of receipt by departing employee and forward it to the Department Administrative Specialist.
3. **Department Administrative Specialist and Department Director** initiates the separation HRA process, attaching an electronic copy of the separation of employment letter and forwarding the original separation of employment letter to the Director of Human Resource Services.
4. **Assistant Superintendent of Human Resource Services** reviews the separation of employment letter. If the separation is a retirement with benefits, Assistant Superintendent of HRS notifies the County Superintendent and obtains final approval to accept or deny the request. Once a separation of

employment is approved by appropriate parties, the documentation is sent to the appropriate HR Analyst.

5. **HR Analyst** completes the following steps to process the separation:
 - a. In the event that an HRA for separation of employment does not originate from the department, the HR Analyst will direct the individual to their Department Administrative Specialist (or appropriate person).
 - b. The HRA will proceed through the approval path.
 - c. When Human Resource Services receives a separation of employment letter, a HR Analyst will confirm a letter has been sent or if needed will send a return letter acknowledging receipt and will copy the department.
 - d. Departing employees may contact their HR Analysts with questions or for more information.
 - e. The Benefits HR Analyst will send a letter to the employee with relevant Benefit and COBRA information.
 - f. If the HR Analyst receives a Separation of Employment checkout list from the employee's department, it will be added to the personnel file.
6. **HR/Payroll** calculate final pay, considering vacation payout and leave usage. Final pay is issued on the regular payroll schedule. The Health Benefits terminate as specified in the Employee's Collective Bargaining Agreement. For 12 month Management - Confidential Employees the Health Benefits terminate on the last day of the month in which the separation occurs.
7. **Department Administrative Specialist** (or appropriate person) completes the following steps to process the separation:
 - a. Process separation HRA and applicable related recruitment HRAs.
 - b. Process employee [IT Separation Form](#).
 - c. Update website contact.
 - d. Schedule an exit interview between departing employee and employee's supervisor (while indicating to the employee that s/he has the right to schedule an exit interview with the department director, appropriate assistant or deputy superintendent, or the Director of Human Resource Services, instead of the supervisor if the employee so desires) to complete the department and property sections of the [Department Separation of Employment Checklist](#). Supervisor may recommend that the department director, appropriate assistant or deputy superintendent, or the Director of Human Resource Services, meet with the departing employee based on the information obtained during the interview.

- e. Once the exit interview and [Department Separation of Employment Checklist](#) is completed, forward form back to HRS Analyst.
- f. Determine what property the employee has been assigned and confirm that the departing employee has returned all property (including but not limited to keys, equipment and other items) to the appropriate person as applicable.