County of Orange Social Services Agency

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Program/Area: Human Resources

Title: Employee Separation from Social Services Agency Employment

Number: C 7 Status: Active

Effective Date: 1/14/2014 Revision Date: 1/03/2014

I. PURPOSE

To provide guidelines for processing employee separations from the County of Orange Social Services Agency (SSA), in a timely manner.

II. POLICY

All SSA employees separating from SSA employment are required to complete all applicable steps of the employee separation process. This policy also applies to contract employees.

In the event of employee's transfer to another SSA division or another section/unit within the same division, the immediate supervisor shall follow any applicable steps noted in Section III and/or existing division's desk procedure.

III. PROCEDURE

1. Employee Separating from SSA Employment

The **employee** is responsible for initiating the separation process and adhering to the following steps, as applicable:

- a. Notify the immediate supervisor in writing of intent to separate from SSA employment as soon as possible. The written separation notice is to follow an acceptable format, such as: "I, (<u>full name of employee</u>), hereby (<u>reason for separation</u>) from the County of Orange, Social Services Agency, effective (<u>date</u> and <u>time</u>)." The employee shall sign and date the written notification. The "Employee Separation From Social Services Agency Employment" form (Attachment A), may be utilized by the employee.
- b. Prior to separation, return all County-issued property including, but not limited to: building and desk keys, pager, laptop computer, cell phone, parking pass, identification/key card, personally identifiable/confidential

information in employee's custody, removable computer storage media, remote access token/FOB, other electronic devices and all other property/equipment issued by the County.

- c. Review the SSA Employee Separation from County of Orange Employment Resource Guide (Attachment B), if employee is separating from County employment and complete all applicable steps.
- d. Submit final timesheet and final mileage/expense reimbursement claim form.
- 2. Employee's Immediate Supervisor Responsibilities

Upon learning an employee intends to separate from SSA employment, the **immediate supervisor** shall:

- a. Request notice of separation in writing if employee gives verbal notice. The written separation notice is to follow a format, as noted in Section III. A. 1 (Attachment A).
- b. Send an email to the <u>SSA Notification of Employee Separation distribution group which can be found on the Global Address List or by using the following address: SSA Notification of Employee Separation@ssa.ocgov.com. Use the subject line "Employee's Intent to Separate from SSA Employment". This email will simultaneously notify SSA Human Resources Services (HRS), Facilities Services, Accounting/Payroll, Financial Services, Information Technology, Procurement Services, and Training Career and Development (TCD). Any changes thereafter should be communicated to this email address.</u>

The email must include employee's name, ID number, and the effective date of the separation. Due to potential disclosure of confidential information, **do not forward or email the employee's written separation notice** provided to you by the employee to the SSA Notification of Employee Separation email distribution group. Send a copy of employee's written separation notice to HRS on a separate email or pony mail.

c. Acknowledge receipt of the employee's written separation notice. The acknowledgement is to follow a format, such as: "On (day of week, month, day, year), you submitted your voluntary letter of employment separation from your position of (classification) with the Social Services Agency, effective (month, day, and year). This letter is to acknowledge that I have received and accepted your letter of separation from SSA employment." The

"Notice of Acceptance of Employee Separation from Social Services Agency Employment" form (Attachment C), may be utilized by the supervisor.

- d. Follow the applicable Memo of Understanding regarding employee's final evaluation.
- e. Collect all County property assigned to the employee and ensure that all County property collected is returned to the person/location listed on the Employee Separation Security Checklist (Attachment D). Note any missing property on the Employee Separation Security Checklist. Once the Employee Separation Security Checklist is completed submit it to SSA HRS.
- f. Provide the employee separating from County employment a copy of the SSA Employee Separation from County of Orange Employment Resource Guide (Attachment B) for him/her to complete all applicable steps.
- g. Immediately notify the County Telephone Directory (http://tech.ocgov.com/telephoneweb/change.asp), by email that the employee has separated from SSA employment. Update the employee's voice mail greeting and change the password.
- 3. Administrative Services Section's Responsibilities

Upon receipt of the supervisor's email of the employee's <u>intent</u> to separate from SSA employment, the following group shall perform their designated tasks:

a. SSA HRS

Note the actual date of employee's separation and follow-up with the supervisor if an email on the actual separation is not received on the date previously stated.

- b. Information Technology
 - (1) Respond to supervisor and provide a list of employee's accountabilities Re: IT equipment.
 - (2) Provide IT User Access Deprovisioning Request form (Attachment E).
- Accounting/Payroll
 Notify supervisor about employee outstanding cash advances, if any.
- d. Procurement

Provide supervisor a list of employee's Blackberry, Cell phones, pagers, etc.

- 4. Within 24 hours of actual separation, the supervisor shall send an email to the same distribution group (SSA Notification of Employee Separation), with the subject line, "Notice of Employee Separation From Social Services Agency Employment", and attach a completed IT User Access Deprovisioning Request Form (Attachment E).
- 5. Upon receipt of the supervisor's email notification of an employee's actual separation from County employment, the following groups shall perform their designated tasks:
 - a. Information Technology
 - (1) De-activate all computer system/network access of employee within 24 hours.
 - (2) Follow-up with employee's supervisor and senior supervisor regarding any missing equipment.
 - b. Facilities Services
 - (1) De-activate card access and parking card within 24 hours.
 - (2) Cancel phone services.
 - (3) Update SSA Phone Directory.
 - c. Accounting/Payroll
 - (1) General Accounting: Notify Treasurer/Tax Collector to cancel signature authorization on Revolving Fund checking accounts, if applicable.
 - (2) Payroll: Compute and deduct any payroll amount due to SSA from the employee's payoff balances (provided that employee separation status was updated in the CAPS+ system by HR).
 - d. Procurement

De-activate connection of Blackberry, Cell phones, or pager within **24** hours.

- e. Financial Services
 Update the CAPS+ authorized access list and delete any related signature authority.
- f. TCD De-activate employee's access to Training Partner.
- g. HRS

- (1) Process the employee separation through the CAPS+HR/Payroll System, based on the signed resignation form provided, no later than the effective date of the employee separation.
- (2) Ensure that HRS received all the necessary forms from the immediate supervisor. Review and confirm the completeness and accuracy of the documents.
- (3) Scan and submit an electronic copy of the written separation notice (Attachment A), final performance review, and the Employee Separation Security Checklist (Attachment D) to the employee's official HRS employee file.
- (4) Notify the Orange County Retirement System (OCERS) and CEO/Risk Management Office of the employee's actual separation date, if the employee is separating from County employment.

IV. <u>ATTACHMENTS</u>

- A. Employee Separation from Social Services Employment Form
- B. SSA Employee Separation from County of Orange Employment Resource Guide
- C. Notice of Acceptance of Employee Separation from Social Services Agency Employment
- D. Employee Separation Security ChecklistIT User Access Deprovisioning Request Form