

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Terminations
Standard:	VOLUNTARY TERMINATIONS
Section #:	F-1
Effective:	July 29, 2008

See Also:	Exit Interviews; Payroll; Employment; Benefits Coverage and Eligibility; COBRA
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GENERAL STANDARD

For At-Will employees, because employment is at the mutual consent of the employee and the employer, either the employee or the Authority can terminate the employment relationship at will, with or without notice, and with or without cause. For Classified Service employees, appropriate advance notice of resignation is expected.

SPECIFIC STANDARDS

Termination of employment is deemed voluntary if:

- The employee resigns.
- The employee retires.

GUIDELINES

For resignations, at least two weeks' advance written notice is encouraged. If an employee does not provide advance notice, the Authority may deem the employee to be ineligible for rehire.

As a general rule, a Human Resources representative shall obtain an employee's final paycheck and provide it to the departing employee on his/her last day of work. The check will include payment for time worked, overtime (if applicable) and unused accrued PTO.

Important follow-up: Managers should initiate the termination process as soon as they become aware of a pending termination.

1. All termination paperwork should be submitted to the appropriate Human Resources representative as soon as possible so that all termination activities are completed on time.
2. It is critical for managers to inform their Human Resources representative as soon as the termination is known so that final paychecks are issued in a timely manner, equipment is collected, and key and access badges are retrieved.

PROCEDURES

Managers should contact their Human Resources representative to arrange an exit interview for the employee and request the employee contact his or her Human Resources representative directly.

Managers should contact their Human Resources representative to review the termination process and obtain information about specific responsibilities.

It is the manager's responsibility to complete the "Change of Employee Status" section of the Personnel Action Form (PAF), describing the employee's reason(s) for termination of employment.

- For assistance in completing the "Comments" section for final check instructions, contact a Human Resources representative.
- Send the completed forms to the Human Resources representative.

Managers are also responsible for obtaining keys, security badges and other Authority property from the employee.

The Human Resources Department staff will:

1. Conduct the exit interview with the employee.
2. Ensure that the employee receives his/her final paycheck on his/her last day of work (if advance notice is given) or within legally required time frames.

3. Provide the employee information on COBRA benefits and any benefit conversions permitted under the Authority's benefits plans.

The manager shall:

1. Arrange for the employee to remove all personal belongings;
2. Cancel computer login (username) and password by notifying the IT Department using a network account request form; and
3. Perform other duties to ensure the smooth employee departure in accordance with the Authority's termination process as instructed by a representative of the Human Resources Department.