

PERSONNEL 3.0

Departing Employee – 3.17

Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY:

Notification of an employee's departure from our employment is to be submitted in writing to the Bureau Office along with all required accompanying paperwork.

APPLICABILITY:

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE:

To ensure that appropriate actions are taken in order that the employee is removed from payroll and sensitive items are collected prior to their departure.

PROCEDURE:

Employees leaving our employment (including separation, transfer, and retirement) must submit in writing a letter of their intent to their supervisor. It is the supervisor's responsibility to submit this information to the personnel officer, who should forward the PRT-3 form, the employee's intent letter and separation notices to the Human Resources Section, Bureau of Health Services. The supervisor/personnel officer must obtain the following items upon notification of impending resignation, retirement or transfer of an employee. Note that not all of these items will pertain to every employee.

- Letter of resignation
- State ID card
- Photo ID card
- State parking decal
- Keys to all property (building, locks in cubicle, moneybox, etc.)
- Security number/password to voice mail
- All password and identification/security numbers assigned for systems access (i.e. e-mail, RACF)
- Computer software and respective manuals
- State credit card
- State telephone credit card
- State owned equipment (e.g. calculator, laptop computer, modem, etc.)
- Computer room security entrance card
- Supervisor/Personnel Officer should also share information re: departing employees with their Systems Administrator to ensure that all provider numbers previously assigned to the employee are de-activated.

MTA Swipe and Ride Card

NECESSARY FORM

PRT-3

OITS Separation Notice

Edison User Separation Form, FA-1021

OFFICE OF PRIMARY RESPONSIBILITY

Human Resources Section, Bureau of Health Services, (615)741-7305