3-02/160.20 - Affecting Retirement

The Los Angeles County Employee's Retirement Association (LACERA) shall send the employee a written notice of the effective date of his/her retirement. On or before the last working day (the last day prior to the effective date of retirement), the employee shall contact Personnel Administration Bureau's (PAB) Employee Service Center (ESC) and schedule an appointment with the retirement coordinator to process out of service. The employee, where applicable, shall then:

- Return all county owned communications equipment (e.g., radios, pagers, cellular telephones, telephone credit cards and COMPASS cards) to the Communications and Fleet Management Bureau (CFMB). CFMB shall issue a Clearance Letter for subsequent submission to PAB's ESC;
- Return all county owned uniforms and safety equipment to Fiscal Administration's Logistics section and obtain a written Clearance Slip for subsequent submission to PAB's ESC. Refer to the MPP Uniform and Equipment chapter to determine which items are county property and which items are considered employee property, through the ownership transfer process;
- Return all badges, identification cards, CFMB's Clearance Letter, and Logistics section's Clearance Slip, or a payment receipt for non-returned items, to PAB's ESC. ESC shall issue the employee a Termination Clearance Slip; and
- ESC shall prepare the termination package and submit to PAB's Personnel Operations-Processing Unit. PAB's Personnel Operations-Processing Unit shall prepare an Outgoing Report and terminate the employee in the Enterprise Human Resource (eHR) Management Application. PAB's Personnel Operations-Processing Unit shall forward the Outgoing Report to the PAB's Pay, Leaves, and Records (PLR) Units for certification of any termination pay due the employee.

PLR shall calculate any payment due the employee, based on the employee's hourly base rate on the last day of service, and prepare a Time Lump Sum Certificate (TLSC). PLR shall forward the TLSC, via eHR, to the Department of Auditor-Controller, Countywide Payroll Division, which shall prepare an outgoing warrant. The Department of Auditor-Controller, Countywide Payroll Division, shall deliver the warrant to PLR and PLR shall subsequently mail the warrant to the employee at the address shown on the termination clearance slip, unless otherwise specified by the employee.