3-02/170.00 - Resignation or Transfer to Another County Department

An employee who wishes to terminate his/her employment with the Department or transfer to another county department shall give at least two weeks advance notice in writing, if possible, of such intent.

The employee shall prepare an original and two copies of the Letter of Resignation form (SH-AD-271) and submit it to his/her unit commander for immediate forwarding to Personnel Administration Bureau.

Unit commanders or directors are requested to provide telephonic notification to Personnel Administration Bureau's (PAB) Employee Service Center (ESC), as soon as they become aware of an employee's intent to resign. The unit commander/director shall then contact the employee to set separation interview appointment.

Form SH-AD-271 is utilized for both a direct resignation, as well as a resignation when the employee is transferring to another county department. Completion of this form is self-explanatory and the word that is not applicable, either "resignation" or "transfer," shall be deleted. The reason for resignation or the name of the county department to which he/she is transferring shall be indicated on the last line.

Separation Interview - Unit commander or director shall interview the resigning employee using a Separation Interview form, SH-AD-396 (Rev. 6/89). The completed form shall be forwarded to the unit's division headquarters for the commander's or assistant division director's signature and, subsequently, the chief or division director's signature. The form shall be distributed as follows:

- Original and one copy to Personnel Administration Bureau's (PAB) Staffing Unit; and
- Copy to unit's division chief or division director.

PAB's Staffing Unit shall submit an annual separation statistical report to the Executive Planning Council.

Prior to, or on, the last working day with this Department, both a resigning and transferring employee shall:

- 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 Employee Service Center (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
- Familiarize themselves with the appropriate "resignation" or "transfer" process outlined below.

If the employee is resigning and not transferring to another county department:

- 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; and

- 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.

If the employee is transferring to another county department:

- The new department shall contact PAB's Personnel Operations Unit – Special Programs coordinator to request a release date. Once a release date is established, the Special Programs coordinator shall prepare an Inter-Departmental Transfer Request form and send the form to: PAB's Personnel Operations Unit – Processing Unit; PAB's Pay, Leaves, and Records (PLR) Units; PAB's Employee Service Center; and Fiscal Administration's Position Control Unit;
- PAB's Personnel Operations - Processing Unit shall transfer the employee, in the Enterprise Human Resources (eHR) Management Application, to the new county department;
- PAB's Personnel Operations - Processing Unit shall prepare an Outgoing Report and submit the Report to PAB's Pay, Leaves, and Records (PLR) Units for processing; and
- PAB's PLR Units shall transfer the employee's leave benefits, excluding paid overtime, in eHR, to the new department.