



Division 11

Personnel Management

Chapter 04 - Employee Separation

March 2009

POLICY

The Department shall establish an efficient method of documenting employee separations and to ensure timely and accurate processing of an employee leaving the Department, and ensure appropriate clearance actions are completed prior to an employee's departure.

DEFINITIONS

Exit Process – is a process when an employee separates from employment with the County, he/she shall complete a series of required tasks as outlined herein. Separated career and civilian employees, whether non-disciplinary or disciplinary, will report to the Human Resources (HR) office to obtain the required forms and participate in an exit interview, unless directed otherwise.

Letter of Intent to resign (including normal retirement) – is a voluntary signed statement giving the Department notice of separation from a departing employee submitted at least 14 days in advance, indicating the reason for departure, the last day the employee intends to work, and the date of separation.

Separation – is the act of ending employment with the County by means of resignation, reduction-in-force, disability, retirement, death or termination.

PROCEDURES

1. Required Documentation

A departing employee must complete the Exit Process prior to ending employment with the

County. The process is initiated by submitting a Letter of Intent through their appropriate Chain of Command. The employee must then obtain an Employee Sign-Out Check List, Employment Separation Clearance Form, Employee Separation Form, and an Employee Exit Interview Questionnaire Form from the HR office. All documentation must be completed and **all required signatures obtained before leaving County service. These forms shall be returned to the HR office.**

No career employee will be given his/her final payroll check until the **Exit Process is complete.**

2. Responsibilities

The Lieutenant Colonel or his/her designee in the employee's chain of command will be responsible for:

- Being the first person to sign the separation clearance form, **which certifies that the employee's Letter of Intent has been received and authorizes other functional areas to complete the form.**

The Employee will be responsible for:

- Returning any Departmental property or equipment to the appropriate office or **resolving** any outstanding issues. This shall include, but is not limited to:

Portable Radios, Cell Phones, Pagers, Laptops, Computer Peripherals, Assigned Vehicle, Tools, Breathing Apparatus



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

and/or Components, Outstanding Financial Transactions, Injury/Accident Reports, Keys, Petty Cash, Credit Cards, Security Access Cards, Firearms, Investigatory Equipment, Certain Badges, I.D. cards and Personal Protective Equipment (PPE).

- Returning all career/civilian employees' Fire/EMS Department/County I.D. cards and Personnel Accountability Tags (PAT) tags to the HR office.
- Filing a financial disclosure statement in accordance with the Prince George's County Code, Section 2-294 (a) and various Executive Orders.

The Logistics and Supply office will be responsible for:

- Collecting all issued uniforms (work or dress); PPE and any other Department/County issued equipment, any uniform badges, and collar brass. **The dress uniform may be retained if the career employee is retiring after twenty years of service or service-connected disability.**
- Taking appropriate action to finalize all Supply Section records.

The Human Resources office will be responsible for:

- Referring all retiring career employees to the Office of Human Resources Management, Pension and Benefits offices for calculation of compensation and information on benefits.

- Finalizing all Human Resources records and forms, including Employee Separation Form.
- Ensuring the Exit Process is completed in the event of the death of an employee.
- Releasing the final payroll check if all the requirements of the Exit Process are properly completed.

Please note: In accordance with applicable Labor Agreements, certain annual allotments are provided to specific employees on an annual basis. These allotments are paid the first full pay period after July 1, the start of the fiscal year. The Department will prorate such payments if the employee separates prior to the completion of the fiscal year and deduct the difference of the unearned allotment from the final paycheck. During the signing out process, the employee will be notified of the amount to be deducted from his/her last paycheck.

The Immediate Supervisor(s) and other Departmental offices will be responsible for:

- Ensuring that any pending work area tasks are completed and/or submitted in accordance with established procedures.

Please note: The Departmental offices listed on the Employment Separation Clearance Form shall ensure that all equipment and property is returned to the appropriate office and/or supervisor.

REFERENCES



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

Prince George's County Personnel Law,
Subtitle 16, Division 12 as amended 2003

Prince George's County Administrative
Procedures, Personnel Procedures 252

Applicable Collective Bargaining
Agreements

FORMS/ATTACHMENTS

Employee Sign-Out Check List

Employment Separation Clearance Form

Employee Separation Form – Sample

Employee Exit Interview Questionnaire Form
- Sample

Employee Sign-out Check List

- _____ 1. Submit letter of intent to resign/retire via the chain-of-command to the Fire Chief
- _____ 2. Contact Human Resources to pick up Employment Separation Clearance Form, Employee Separation Form and Employee Exit Interview Questionnaire
- _____ 3. Contact the Office of Human Resources Management, Pensions and Investments Division: Mary Sullivan (sworn employees) or Cindy Thorn (civilian employees) to discuss Pension information)
- _____ 4. Immediate supervisor's signature first, then all other signatures
- _____ 5. Turn in County property: i.e. car, radio, pager, etc. to appropriate offices
- _____ 6. Turn in uniform, gear and equipment to Logistics
- _____ 7. Turn in face piece, mask and regulator, etc. to Apparatus Maintenance
- _____ 8. If needed, have retiree ID made
- _____ 9. Exit interview with Human Resources
During exit interview, turn in:

ID card, PAT tag
Employment Separation Clearance Form
Employee Separation Form
Employee Exit Interview Questionnaire

If applicable:

Finalize office records (complete PPAs, etc.)
Finalize Supply records
Reconcile and transfer Petty Cash Fund through Fiscal Affairs

May need to file a Financial Disclosure Statement

Payroll check will not be released until completion of:

Employment Separation Clearance Form
Employee Separation Form
(Human Resources will be final signature)

**PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
EMPLOYMENT SEPARATION CLEARANCE FORM**

Employee's Name/Title Date

Hire Date Separation Date Employee ID # Fire Dept. ID #

Mailing Address for final check and any correspondence

Completion of this clearance form is part of the Exit Process for employees separating from the Department. Departmental managers, or their designee in the functional areas listed below, shall sign this form on or about the employee's last working day. It is the responsibility of the employee to obtain clearance from the areas listed below. **Clearance from the Lieutenant Colonel of the respective Command must be obtained first and clearance through the Human Resources office should be last.** The employee's final payroll check will not be released without the Human Resources office having a completed clearance form.

1. _____
Lieutenant Colonel Date
2. _____
Immediate Supervisor Date
3. _____
Risk Management Date
4. _____
Apparatus Maintenance Date
5. _____
Logistics and Supply Date
6. _____
Information Management Date
7. _____
Fire/EMS Training Academy Date
a.) _____ EMT-I Program
(amount to be remitted)
8. _____
Fiscal Affairs Date
9. _____
Human Resources Date
a.) _____
(amount of unearned uniform allowance)

Employee to sign after all signatures are obtained:

Employee's signature Date

Manager's Note: A departing employee shall turn in any Departmental property or equipment to the appropriate office and/or resolve any outstanding issues.

This shall include, but is not limited to: Portable Radios, Cell Phones, Pagers, Laptops, Computer Peripherals, Assigned Vehicle, Tools, Breathing Apparatus and/or Components, Outstanding Financial Transactions, Injury/Accident Reports, Keys, Petty Cash, Credit Cards, Security Access Cards, Firearms, Investigatory Equipment, Certain Badges, I.D. cards, PAT tags, PPE, face piece and regulator.



Office of Human Resources Management
Employee Separation Form

Identifying Information:

Name: SSN:
Department: Separation Date:
Reason for Leaving:
Do not use "NO REASON GIVEN"

W-2 Mailing Address if different from address on file with the Office of Human Resources Management::

Return of County Property/Other:

- Building Access Pass, Cellular/Mobil Phone, County Equipment, County ID, Credit Cards/Purchase Cards, Keys (office, car, etc) "labeled", LAN Security, Laptop/Office Equipment, Mainframe Security, Memberships/Subscriptions, Pager, PDA's, Parking Permit, Performance Appraisals, Petty Cash, Remote Access, Travel Advance, Travel Expense Report, Vehicle & Log, Voice Mail and Email Passwords, Uniform / Clothing Returned, Work-in-progress Updates, Other

Disbursement of Final Pay/Leave Check:

- Release to Department, Direct Deposit, Mail to:

Financial Disclosure Statement:

I understand that I have sixty (60) days to complete and file a Financial Disclosure Statement with the County.

Initials

Leave Disposition:

- Lump sum cash payment of new annual leave up to 360 hours, or
Lump sum cash payment of old annual leave, or
Lump sum cash payment of a combination of old and new annual leave - up to 360 hours.
Lump sum cash payment of old sick leave paid per applicable salary schedule
Convert sick leave for retirement credit
Retain hours of sick leave balance in leave record
Retain hours of annual leave balance in leave record
Ineligible for Payment. Reason:

Leave Donation:

- Employee (name) (agency) (# hours)
Military Leave Bank (# hours) Specify - Annual / Personal / Compensatory / Discretionary
Attach appropriate form(s).

I understand that this authorization becomes irrevocable ten (10) working days after my separation date.

Employee Signature / Date

Departmental HR Liaison / Date

Departmental IT Coordinator / Date

OHRM Representative / Date

Distribution List: Finance/Payroll - White OHRM/Performance Management - Yellow Employee- Pink

Fire/Emergency Medical Services (EMS) Department
EMPLOYEE EXIT INTERVIEW QUESTIONNAIRE

All information is confidential, information is analyzed to produce a generic report from a compilation of all exit interviews

NAME (Optional) _____ CLASS TITLE _____
 DEPARTMENT _____ DIVISION _____
 DATE HIRED _____ DATE SEPARATED _____

REASON (S) FOR LEAVING (Circle the number)

- | | |
|--|---------------------------------|
| 1. Retirement <input type="checkbox"/> | 7. Conflict with supervisors |
| 2. Terminated <input type="checkbox"/> | 8. Promotional opportunity |
| 3. Poor Working Conditions | 9. Career too limited |
| 4. Relocation From Area | 10. Career Change |
| 5. Domestic Responsibilities | 11. Military Service |
| 6. Illness or Other Incapacity | 12. Returning to School/College |
| | 13. Other (Specify) _____ |

COMMENTS _____

	<u>Almost Always</u>	<u>Regularly</u>	<u>Sometimes</u>	<u>Never</u>
1. Job Duties and performance standards were clearly explained.	_____	_____	_____	_____
2. There was an opportunity to exercise my full abilities.	_____	_____	_____	_____
3. I was treated fairly and impartially by my supervisor.	_____	_____	_____	_____
4. I received adequate training to perform my job once employed.	_____	_____	_____	_____
5. I received additional training to develop my skills and abilities.	_____	_____	_____	_____
6. Do you feel the department provided you with sufficient job training, and opportunities for advancement?	_____	_____	_____	_____
7. Did you have the appropriate equipment and resources necessary to perform your job?	_____	_____	_____	_____
8. I was satisfied with the safety of the work environment.	_____	_____	_____	_____
9. I was satisfied with the salary and benefits I received.	_____	_____	_____	_____

EMPLOYEE EXIT INTERVIEW QUESTIONNAIRE
-Continued-

10. How would you rate your supervisor and why? Excellent_____ Good_____ Fair_____ Poor_____

11. How would you rate your department and why? Excellent_____ Good_____ Fair_____ Poor_____

12. What did you like most about working for the Fire/EMS Department?

13. What did you like least about working for the Fire/EMS Department?

14. Do you have any suggestions for ways to improve working conditions, productivity, and morale?
