

CITY OF CARROLLTON
ADMINISTRATIVE DIRECTIVES

SECTION: HUMAN RESOURCES

REFERENCE NO: 1.13.4

CATEGORY: SEPARATION

EFFECTIVE DATE: 06/20/2001

TOPIC: EXIT PROCESSING

REVISION DATE/NO: 01-07-05/01

APPROVED

STATEMENT OF PURPOSE:

- 1.13.4.01 The purpose of this directive is to establish an exit procedure designed to facilitate smooth exit processing for terminating employees, to insure that all city property is accounted for, and to complete all legal paperwork.

DEFINITIONS:

- 1.13.4.02 Terminating Employee – An employee who is permanently leaving city employment. This includes resignation for any reason, termination initiated by the city, and/or retirement. **NOTE:** In addition to compliance with this procedure, retirees must contact Human Resources thirty (30) days prior to retirement date in order to insure all time-sensitive retirement benefits are processed correctly.
- .03 City Property - Any city owned property assigned, allotted, loaned, given, or supplied to an employee for use in the course and scope of his/her position. Examples: uniforms, credit cards, gas cards, cameras, cell phones, keys, lap top computers, PDAs (palm pilots), specialty calendars and binders, beepers, two-way radios, safety equipment, projectors, etc.
- .04 Department - Any Department or Division of the City of Carrollton
- .05 IT - Information Technology through current contractor, if any.

PROCESS

- 1.13.4.06 Employee notifies/is notified that his/her employment with the city is terminating.
- .07 Supervisor asks for/receives letter/note of resignation if the termination is voluntary;
- or

non-voluntary terminations will follow the Positive Discipline Policy.

.08 Supervisor will:

- a. Fill out position request and service agreement, attach ESR and resignation letter, and forward to HR to begin employment process. **Note:** The ESR and resignation letter should be forwarded to Human Resources immediately upon notification of termination if the supervisor chooses to wait before filling the position
- b. Advise the departing employee to bring in/locate/assemble all City of Carrollton property by final day for exit processing.
- c. Send the Exit Notification e-mail. See Global Address List in Outlook – Exit Notification. E-mail must include name of departing employee, anticipated last day, and department name. The exit notification e-mail allows affected departments to begin their paper work, and note any especially sensitive equipment.
- d. Call HR and schedule appointment for exit processing on final day of employment (late A.M. or late P.M. is recommended.) Note: Exit interview is part of H.R. exit processing and no additional or separate appointments are necessary.
- e. On final day, complete both the Department Exit Process Checklist, and Information Technology Exit Processing Checklist (See attached Department Exit Process Checklist and Information Technology Exit Processing Checklist) and give departing employee instructions and City Exit-Processing Checklist form (See attached City of Carrollton Exit-Processing Checklist) to be completed that day.

.09 Final Day:

Employee will:

- a. Receive City of Carrollton Exit-Processing checklist from supervisor and instructions as to which department on the checklist he/she will need to visit.
- b. Go to each designated department to return city property, secure appropriate department signatures, and complete final exit step with HR.
- c. Depending on supervisory plan for final day, after HR appointment, the employee will either return to the department or leave for home. Supervisors should write these instructions in the *Internal Use Only* block on the City Exit Processing checklist to ensure correct instructions from HR.

1.13.4.14 Employees who leave without notice.

This includes those employees who walk off the job, or do not return to the work place.

- a. Supervisor will notify IT, Facilities/Fleet, Purchasing, and HR within two business days that job abandonment notification/separation is in process. (See Outlook –Exit Notification on Global Address List) When applicable, a copy of the notice of

separation hearing should be sent to HR on the day it is sent to the employee. Refer to Administrative Directive 1.10.1 Positive Discipline -- .29 *Separation From Employment* for additional information.

- b. IT, Facilities/Fleet, Purchasing, and Supervisor will forward to Human Resources their departmental exit processing forms with all city equipment noted for collection. Note: A Supervisor should make every attempt to reach the employee and utilize the standard exit processing process if at all possible.
- c. After receipt of the exit processing forms from the departments and confirmation of the termination from the Supervisor, HR will notify the departed employee to come to HR for exit processing and final check disposition.
- d. HR will, after exit processing is complete, forward any city equipment received and copies of department checklists to each appropriate area.