

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	General Provisions
Chapter:	Separation or Transfer from Employment
Current Effective Date:	4/6/06
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Purpose

The purpose of this policy is to establish the process and documentation requirements for the separation and transfer of employees and other individuals working on behalf of the department. This policy also outlines information related to the separation process, benefits consultation, and the collecting of department property.

Policy

All Department of Health and Human Services (DHHS) employees shall comply with the separation or transfer process described in the implementation section of this policy. This policy applies to all full-time and part-time employees of the department.

Other individuals working on behalf of the department who may be subject to the return of department property as outlined in this policy, include, but are not limited to, volunteers, interns, students, contractors, temporary agency employees, or advisory board members. Supervisors or administrators of these individuals shall complete the NC DHHS Separation or Transfer Equipment and Services Checklist for individuals who have been issued department property.

Definitions

1. Separation

Separation from state service occurs when an employee leaves the payroll for reasons including, but not limited to, resignations, retirements, reductions-in-force (RIF), and dismissals.

2. Transfer

A transfer is the movement of an employee from one employing unit to another within DHHS or to another state agency or university.

Implementation

The responsibilities for different steps of the separation process are described below:

1. Employee Responsibility

- A. Provide written notice of separation. The employee may use the DHHS [Employee Separation or Transfer Notification](#) form to give written notification of separation or transfer. When possible, the employee shall notify the supervisor and the human resources (HR) office in writing of the separation or transfer at least two (2) weeks prior to the separation date.

Certified educators are required to give at least 30 days written notice to the DHHS Superintendent prior to the separation date as required in their contracts.

- B. Contact the respective division/facility/school HR office to make an appointment to discuss benefits, pay, and participation in the exit interview program.
- C. Complete final timesheet.
- D. Pay any outstanding debts owed to the department.
- E. Return all department property.

2. Supervisor Responsibility

The supervisor of a separating or transferring employee must notify HR immediately of an employee's separation and follow the process below to ensure a timely and complete separation.

- A. Complete the DHHS [Employee Separation or Transfer Supervisor Checklist](#). The checklist contains a number of tasks that must be completed by the supervisor when an employee separates or transfers from employment. It will assist the supervisor in providing necessary information to complete the exiting process in a timely and complete manner.
- B. Complete the DHHS [Separation Action Form \(SAF\)](#) and forward supporting documentation (i.e., notice of resignation, final work plan with a rating summary, and audited leave record) to HR to initiate the process to remove the employee from payroll.
- C. Complete the DHHS [Employee Separation or Transfer Equipment and Services Checklist](#) and obtain appropriate signatures. The checklist requires

collection of department property, keys, identification cards, and assures the security of the department's information systems by canceling passwords, long distance telephone authorization codes, and any other methods of access from an employee or individual working on behalf of the department. The supervisor verifies the employee has no outstanding obligation to the department and forwards the completed form to the HR office as the final step in the separation process.

- D. Notify information technology staff of employee's or individual's date of separation.

3. HR Responsibility

- A. Ensures leave records are verified and that DHHS Payroll receives the pay action form (PD-105) to separate the employee from payroll in accordance with established payroll schedules.
- B. Provides the separating employee a DHHS [Exit Interview Survey](#) to complete to obtain feedback about his or her employment experience.
- C. Provides benefits consultation to the separating employee and shares information related to leave, insurance, retirement, continuing coverage options, and other payroll deductions, and provides a DHHS [Separation Information Memorandum](#) to the employee confirming separation date and pertinent benefit information.
- D. Collects and files the DHHS Employee Separation or Transfer Equipment and Services Checklist verifying that the employee has no outstanding obligation to the department. The checklist shall be placed in the separating employee's personnel file. (Note: A separate master file shall be maintained in the HR office for other individuals working on behalf of the department.)

4. Payroll Responsibility

- A. Processes the employee's separation in accordance with established payroll schedules.
- B. Notifies HR of any overpayment of salary.

5. Information Technology Responsibility

- A. Ensures that access to all department technical accounts and data is terminated and that the departing employee's access is removed from all systems once notification has been received from the supervisor.

6. General Provisions

- A. In cases where the separation is immediate and without notice, or when the employee has left the department in less than satisfactory circumstances, such as dismissal, the supervisor is responsible for ensuring completion of the Employee Separation or Transfer Equipment and Services Checklist, noting the employee was unavailable for signature. The form should then be sent to HR for processing. (Note: Failure to return department property may be construed as theft, and appropriate legal action may be taken if the property cannot be recovered.)
- B. Employees who do not return department property or make satisfactory arrangements for repaying money owed to the state prior to separating employment may be subject to the following:
- Withholding of final paycheck
 - DHHS debt collection process
 - Unfavorable reference information to employers
 - Ineligible for reemployment
 - Criminal charges
- C. Employees may be granted temporary separations or leaves of absence for extended periods of time such as educational leave, workers' compensation, military leave, parental leave, family medical leave, etc. When such leave extends beyond a 30-day period, the supervisor may elect to complete the Employee Separation or Transfer Equipment and Services Checklist. Resources, tools, systems, etc. may be reactivated when an employee is reinstated from leave. (Note: In cases of a temporary separation, please complete the SAF and forward to the HR office.)
- D. When individuals working on behalf of the department (i.e., volunteers, interns, students, contractors, temporary agency employees, etc.) separate, the supervisor or administrator shall complete the DHHS Employee Separation or Transfer Equipment and Services Checklist and forward to the HR office for documentation. (Note: A separate master file of the checklist shall be maintained in each HR office for individuals working on behalf of the department.)

For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).