



**ADMINISTRATIVE PROCEDURE**

<b>SUBJECT:</b> <b>SEPARATING EMPLOYEE          PROCEDURE</b>	<b>Number</b> <u><b>I-10</b></u>	<u><b>Effective Date:</b></u> <b>Issued: 10/3/88</b> <b>Revised: 7/1/95</b> <b>Revised: 8/1/03</b>	<b>Page 1 of 2</b>
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**PURPOSE:**

To provide a procedure to ensure that (1) separating employees return all District property prior to receiving their final wage payment and (2) all authorization, records and procedures related to an employee's separation are completed and coordinated with the affected departments, including the employee's department, Human Resources and Risk Division, and Payroll.

**POLICY:**

1. Upon separation from employment, the employee's last day in a paid status shall be the official termination date. Any remaining vacation balance is paid to the separating employee as part of the final wage payment in accordance with the applicable MOU provisions. Department managers may authorize, on an exception basis, employees to exhaust up to three weeks of vacation or other non-sick leave accruals prior to their last day on the payroll through approval of their timesheets.
2. All District property in the possession of the separating employee must be returned to the District on or before the last day of work. Separating employees will be required to reimburse the District for unrecovered property before out-processing.
3. Authorization for a final wage payment is made by the Human Resources and Risk Division upon verification that the requirements of this procedure have been satisfied.

**PROCEDURE:**

<b><u>Action</u></b>	<b><u>Responsibility</u></b>
1. Complete resignation form (Exhibit A) or Intent to Retire Form (Exhibit B) OR Give notification of discharge to employee	Employee  General Manager in conjunction with Human Resources and Risk Division and employee's Department

<u>Action</u>	<u>Responsibility</u>
2. Accept employee's resignation or intent to retire and send completed forms to Human Resources and Risk Division immediately. After receiving notice of an employee's intent to resign or retire, the employee's supervisor shall review the employee's Property Inventory list, update the list and meet with the employee to advise the employee of the items that are required to be returned to the District. Property that has the District logo shall not remain in the possession of the employee. At least one day prior to the last work day, forward the completed Property Inventory List (Exhibit C) that notes the collection of all equipment in the possession of the employee to the Human Resources and Risk Division.	Employee's Supervisor
3. Schedule and hold an exit interview with employee on or before the employee's last day of work; collect employee identification card and any other District property not returned to Supervisor.  At the employee's option, if all property and the identification card have been returned to the Supervisor, the exit interview procedure may be accomplished by mail.	Human Resources and Risk Division
4. Complete and send Authorization For Final Wage Payment (Exhibit D) and Personnel Action (PAF) Form to Payroll.	Human Resources and Risk Division
5. Issue final wage payment.	Payroll

APPROVED:



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Walter J. Bishop  
General Manager

Attachments:

Exhibit A - Resignation Form  
Exhibit C - Property Inventory Form

Exhibit B – Intent to Retire Form  
Exhibit D – Authorization for Final Wage Payment