

EMPLOYEE SEPARATION PROCESS – INVOLUNTARY RESIGNATION

For employees who are **terminated** or otherwise **involuntarily separated** from employment with Bulloch County, please follow the steps below:

- 1) **DOCUMENTATION AND REVIEW:** Supervisor should consult with HR Director before taking action. Prepare memo/letter to employee documenting termination of employment and providing **brief** overview of incident(s) leading to termination and/or policy violations. (HR can assist.)
- 2) **DOCUMENT TO COMPLETE:** Complete a *Personnel Action Form* (PAF). For a separation, only complete:
 - a. the very top section (name, employee ID, effective date),
 - b. “Separation of Employment” section (“Separation type”), and
 - c. Signature line(s) at the very bottom.
 - d. Optional: You may use the “Additional Comments” section if any additional info needs to be added.
- 3) **DOCUMENT TO COMPLETE:** Prepare a *Separation Notice*, as follows:
 - a. Complete sections 1 through 4;
 - b. Skip section 5;
 - c. Complete section 6 (check with HR or Payroll if you do not know the answer or need the amount);
 - d. Sign, print title, and date.
- 4) **DOCUMENT ROUTING – EMPLOYEE:** Give the separating employee the original signed Separation Notice when terminated.
- 5) **DOCUMENT ROUTING – HR:** Send a separation packet to HR, containing: (1) The completed PAF from step 2 above; (2) a copy of the completed Separation Notice from step 3 above; (3) the termination memo/letter provided to employee. This should be sent immediately following termination.
- 6) **EXIT INTERVIEW (FULL-TIME EMPLOYEES ONLY)** – Direct the employee to contact Joleen Orfield (extension 164) to schedule an exit interview. During the exit interview, we will review benefits and retirement information and ask the employee to provide feedback on their experiences as a Bulloch County employee.