****EMPLOYEE SEPARATION PROCESS**

This document explains the processing of employee separations. Please refer to the following definitions:

* ***Voluntary Separation*** – The *employee initiates* the separation. (The employee resigns, retires, quits, walks off the job.)
* ***Involuntary Separation*** – The *County initiates* the separation. (The employee is fired, terminated, discharged. A resignation in lieu of termination is also considered an involuntary separation.)

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| ***Action*** | ***Voluntary Separation*** | ***Involuntary Separation*** |
| **Obtain or Create Separation Documentation** | If employee verbally resigns, ask for a written resignation letter. Letter should contain:1. Date of notice (when the employee gives you the letter);
2. Last day the employee will work;
3. Employee signature
4. Employee’s reason for resignation (new job, relocating, retiring, etc.)
5. Email or text message from the resigning employee will suffice if a letter cannot be obtained
6. If nothing can be obtained in writing, supervisor should document (Example: *“After the end of her shift on 1/2/2023, Susie Smith called and told me she would not be coming back to work because she had accepted another position at XYZ, Inc. No written notice received.*”)

***Send notice or documentation to HR as soon as possible after notice of employee resignation received.*** | ***Call HR to discuss before terminating an employee.***Create termination documentation to give to employee (usually in the form of a letter or memo from supervisor, or a corrective action form). Documentation should contain:* brief account of the incident(s) leading to termination,
* specific policy violations (from Personnel Policy Manual),
* prior warnings, if any, the employee received,
* effective date of termination,
* supervisor/department head signature.

Ask HR to review draft wording before finalizing documentation. ***Give employee the original; send copy of signed document to HR immediately following termination meeting.*** |
| **Complete Personnel Action Form (PAF)**  | 1. Complete Employee Name, Employee ID, Effective Date (effective date is last day of actual work)
2. Choose “Separation of Employment”
3. Choose “Voluntary” in the “Separation Type” drop-down box.
4. Enter “Date Employee Gave Notice” (Date of resignation letter or, if none provided, verbal notice of resignation)

***Send to HR as soon as possible after employee resignation received. (Send with resignation letter)*** | 1. Complete Employee Name, Employee ID, Effective Date (effective date is the day the termination action was taken)
2. Choose “Separation of Employment”
3. Choose “Involuntary” in the “Separation Type” drop-down box.
4. Attach termination documentation (letter, memo, or corrective action)

***Send to HR immediately following termination meeting.*** |
| **Communicate with Impacted Employee** | ***(For full-time employees)*** Ask employee to contact Joleen Orfield (x164 or [jorfield@bullochcounty.net](file:///C%3A%5CUsers%5Ccmallett%5CDownloads%5Cjorfield%40bullochcounty.net)) to schedule an exit interview. (Exit interview is generally conducted during last week of employment and will include information on benefits, retirement, etc., and provide employee an opportunity to provide feedback on his/her employment) | Hold termination meeting with employee and provide separation documentation and separation notice (see below). Be sure to get keys and other property at that time (see Outprocessing Checklist). ***(For full-time employees)*** Advise employee to contact Joleen Orfield (x164 or [jorfield@bullochcounty.net](file:///C%3A%5CUsers%5Ccmallett%5CDownloads%5Cjorfield%40bullochcounty.net)) for exit process and to obtain information on benefits, retirement, etc. |
| **Complete Separation Notice** | 1. Complete sections 1 through 3
2. In section 4, do not check “lack of work” (4a); in 4b, enter “Voluntary Resignation” – No need to indicate specifics
3. Skip section 5
4. Complete section 6 (check with HR or payroll if you do not know the answer or need the amount)
5. Sign, print title, and date (“Date” should be the date given to employee; do not back-date or pre-date)
6. ***Give original (all pages) to employee on or before the last day of work***

***Send copy to HR after employee receives original.*** | 1. Complete sections 1 through 3
2. In section 4, do not check “lack of work” (4a); in 4b, enter reason such as “Violation of Attendance Policy” or “Failed to meet performance standards” – No need to indicate specific details
3. Skip section 5
4. Complete section 6 (check with HR or payroll if you do not know the answer or need the amount)
5. Sign, print title, and date (Date should be the date given to employee)
6. ***Give original to employee at the time of termination meeting***

***Send copy to HR immediately following termination.*** |
| **Complete Outprocessing Checklist** | Complete all sections of form. Mark in “N/A” column if a line item does not apply. Ensure Georgia Technologies is advised (in advance if possible) to disable technology and to otherwise secure systems. ***Send to HR no later than two business days after separation.*** | Complete all sections of form. Mark in “N/A” column if a line item does not apply. Ensure Georgia Technologies is advised (in advance if possible) to disable technology and to otherwise secure systems. ***Send to HR immediately following termination.*** |
| **Request Posting** | When/if you wish to post (advertise) the vacancy that will be created by this resignation, contact Melinda Wise (mwise@bullochcounty.net). In most cases, job can only be posted **after** written resignation received. | When/if you wish to post (advertise) the vacancy that will be created by this termination, contact Melinda Wise (mwise@bullochcounty.net).  |
| **Documentation Summary** | Documentation may be forwarded to HR in two phases:* Phase 1 – Resignation letter and PAF (immediately upon notice)
* Phase 2 – Separation notice (copy) and outprocessing form (within 2 days following separation)
 | Send all documents to HR immediately following termination. This includes termination letter/memo, PAF, separation notice (copy) and outprocessing form. |