

## **DHHS POLICIES AND PROCEDURES**

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<b>Section V:</b>	<b>Human Resources</b>
<b>Title:</b>	<b>General Provisions</b>
<b>Chapter:</b>	<b>Separation or Transfer from Employment</b>
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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 and/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 workers, 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 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.

### **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 provide a written resignation or 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 in writing of the separation or transfer at least two (2) weeks prior to the separation date or as soon as possible upon notification.

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 HR office to make an appointment to discuss benefits and pay. The employee may participate in an exit feedback process. This process may include a survey or interview.
- c. Complete final time record or final ESS entries. .
- d. Pay any outstanding debts owed to the department.
- e. Update goals in the performance evaluation system (VIP).
- f. Sign a Reference Release Form.
- g. Return all department property.

## 2. Supervisor Responsibility

- a. If an employee gives a verbal resignation, send a resignation acceptance letter by certified mail with return receipt.
- b. 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.
- c. 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.
- d. Launch the performance plan in NCVIP.

- e. If the employee has outstanding obligations, follow the processes for recovering State property.
  - i. If all State property is not collected, coordinate with HR on deducting from payroll.
- f. Forward supporting documentation (i.e., notice of resignation, enter final rating in NCVIP under the employee separation process (see the Performance Evaluation for Separating Employee Quick Reference Guide in the same tab)) to HR to initiate the process to remove the employee from payroll.
- g. Complete the DHHS [Employee Separation or Transfer Equipment and Services Checklist](#) and obtain appropriate signatures. The checklist requires collection of department property, keys, identification and access cards, personal communication/notification devices, laptops, portable media, tablets, and any other state issued property. 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. The supervisor should notify HR immediately if State property is not returned.
- h. Notify Information Technology staff of employee's or individual's date of separation.

### 3. HR Responsibility

- a. Ensure time and leave records are verified from the beginning of employment.
- b. Ensure the *DHHS Benefit Separation Information Memorandum* has been provided to the separating employee. HR may also provide benefit consultation if needed to the separating employees to discuss pertinent benefit information and confirm the separation date. Offer the separating employee the opportunity to participate in the Exit Feedback Process.
- c. Collect and file 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 with the [DHHS Employee Separation or Transfer Supervisor Checklist](#).
- d. Receive a Miscellaneous Deduction form and send to Payroll

e. For EPA Positions

- i. Submit a ticket to BSS Payroll to delimit the longevity block (IT14-99EL Exclude Longevity) when an employee is no longer in an EPA position. The transfer, promotion or separation action must be processed in BEACON prior to submitting a ticket to BSS.

4. Payroll Responsibility

- a. Handle any overpayment of salary through the Salary Overpayment process for separated employees. Payroll should receive a Miscellaneous Deduction form from HR if there are any DHHS specific supplemental benefits to delimit.

<https://www2.ncdhhs.gov/humanresources/forms/Misc%20%20Ded%20Form%20.xls>

5. Information Technology Responsibility

- a. Ensure that access to all department controlled data, voice and video is terminated and that the departing employee's access is revoked from all systems once the required forms have 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, along with other required forms from above, 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:
  - i. Withholding of pay commensurate with the debt
  - ii. DHHS debt collection process
  - iii. Unfavorable reference information to employers
  - iv. Ineligible for reemployment
  - v. Criminal charges

- c. 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.)