

LAC+USC MEDICAL CENTER POLICY

Subject: CLEARANCE PROCEDURE FOR WORKFORCE MEMBERS TERMINATING SERVICE		Original Issue Date: 5/05/82	Policy # 537
		Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: DHS Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:	
		(Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To ensure each workforce member completes all of his or her responsibilities before terminating employment/assignment in the LAC+USC Medical Center. Termination of employment/assignment includes resignation, transfers, and retirement.

POLICY

All LAC+USC Medical Center workforce members shall return assigned County property and reconcile accounts incurred or contracted by the workforce member in connection with his or her employment/assignment at LAC+USC Medical Center. Workforce members includes employees, contract staff, affiliates, volunteers, trainees, students, and other persons whose conduct, in the performance of work for the Medical Center, is under its direct control, whether or not they receive compensation from the County.

All workforce members are required to complete the exit process through DHS Human Resources or as specified by established facility/DHS policy with respect to non-County workforce members.

In the case of deceased employees, the beneficiary or representative shall comply with the clearance procedure on behalf of the employee.

Payment for accrued benefits shall be made in accordance with County Code provisions.

Managers/supervisors must ensure access to information systems and other sensitive systems is immediately terminated for workforce members and employees who resign or terminate service with LAC+USC Medical Center.

RESPONSIBILITY

DHS Human Resources
 Administrators
 Department Managers
 Supervisors
 All Employees

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REFERENCES

Los Angeles County Code, Section 5.12.020, 6.24.040

REVISION DATES

August 1, 1994; October 20, 1998; April 9, 2002; April 19, 2005; September 30, 2008;
February 11, 2014; May 9, 2017; November 16, 2020