



**Martin Luther King, Jr.**  
OUTPATIENT CENTER

**POLICY AND PROCEDURE**

<b>DIVISION:</b> ADMINISTRATION	<b>NUMBER:</b> 04-039
<b>SUBJECT: NON-COUNTY WORKFORCE MEMBER EXIT PROCESSING PROCEDURE</b>	
<b>SECTION:</b> HUMAN RESOURCES	<b>PAGE:</b> 1 <b>OF:</b> 3
<b>REVIEWED BY:</b> HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	<b>EFFECTIVE DATE:</b> 01/23/06
<b>TO BE PERFORMED BY:</b> MANAGERS AND AREA SUPERVISORS, MLK OPC AND DHS HUMAN RESOURCES OFFICE	<b>REVIEWED DATE:</b> 04/16/07
	<b>REVISED DATE:</b> 05/2017

**PURPOSE**

1. To provide an exit clearance process for non-County workforce members with “inactive” status that prohibits access to restricted areas of Martin Luther King, Jr., Outpatient Center (MLK OPC) facility, information technology systems, medication/narcotic dispensing systems, medical or confidential records, and to ensure the retrieval of all County-issued property.

**POLICY**

Non-County workforce members who have been placed in an “inactive” status shall not have access to any MLK OPC and security-sensitive system/network or area.

All County issued equipment, supplies, identification badges, etc. must be returned in accordance with DHS Policy No. 726.2, “Termination, Release, Suspension or Transfer of Workforce Member and Clearance Procedures”.

Access to sensitive areas and information systems must be restricted immediately upon termination of a non-County workforce member’s assignment, in accordance with DHS Policy No. 935.03, “Workforce Security”. This includes deactivation of access to electronic systems (i.e. information technology systems), medication/narcotic dispensing systems, and restriction of access to medical/confidential records and MLK OPC security-sensitive or restricted areas.

**PROCEDURE**

1. The Supervisor/Manager must contact the Volunteer/Contract Worker Coordinator immediately prior to the termination of a non-County workforce member’s services whether voluntary or involuntary.
2. The Volunteer/Contract Worker Coordinator must immediately contact the MLK OPC Human Resources Office and the Contract Agency/Registry to inform them that the non-County workforce member’s services are being terminated. If applicable, complete the Non-county Workforce Member “DO NOT SEND NOTIFICATION SHEET” (Attachment 1) and forward it to the DHS Human Resource Office Operations Division.
3. If a non-County workforce member is dismissed or is to be placed on the “DO NOT SEND” status during an evening shift, weekend or holiday, the Volunteer/Contract Worker Coordinator shall ensure that the supervisor/manager has fulfilled his/her responsibility to notify the MLK OPC Human Resources Office and any other appropriate areas.
4. The DHS Human Resources Operations Division must complete all termination procedures to place the non-County workforce member into an “inactive” status.

## **TERMINATION OF ASSIGNMENT OF NON-COUNTY WORKFORCE MEMBER**

Supervisors/Managers must perform the following steps immediately, but no later than 24 hours, after the termination of the assignment of the non-County workforce member (except if the action occurs on a weekend or holiday then they must be completed the next business day).

### **I. VOLUNTARY TERMINATION**

1. Contact the Volunteer/Contract Worker Coordinator to inform him/her that a non-County workforce member is terminating his/her assignment. Provide the Volunteer/Contract Worker Coordinator with the following information:
  - a. Name of non-County Workforce Member
  - b. Position Title
  - c. Agency name
  - d. Termination Date
  - e. Termination Reason
2. Collect all County property from the non-County workforce member in accordance with the "Property & Access Clearance Sheet", DHS Policy No. 726.2.
3. Send the non-County workforce member to get "checked-out" from each applicable entity listed on the "Property & Access Clearance Sheet".
4. Collect the Clearance Sheet from the non-County workforce member and send it to the MLK OPC Human Resources Office for filing in his/her HR file.
5. Remove the non-County workforce member's area file folder and place it in the "inactive" status file.

### **II. INVOLUNTARY TERMINATION**

1. Contact the Volunteer/Contract Worker Coordinator to inform him/her that the non-County workforce member is being dismissed.
2. Collect all County property from the non-County workforce member in accordance with the "Property & Access Clearance Sheet" (Attachment 2).
3. Notify all appropriate entities on the "Property & Access Clearance Sheet" that the non-County workforce member's assignment is being terminated and immediately restrict his/her access to all security-sensitive systems/networks or areas within the MLK OPC.
4. Complete the "Property & Access Clearance Sheet" and forward it to the MLK OPC Human Resources Office for placement in the non-County workforce member's HR file.
5. Remove the non-County workforce member's area file folder and place it in the "inactive" status file.

### **III. DO NOT SEND STATUS**

1. The Supervisor/Manager must contact the Volunteer/Contract Worker Coordinator immediately if the non-County workforce member is to be placed on the DHS-wide "DO NOT SEND" list.
2. The Volunteer/Contract Worker Coordinator enters the required identifying information of the "Do Not Send"

non-County workforce member into the DHS "Do Not Send" database in Lotus Notes.

3. The Volunteer/Contract Worker Coordinator will inform the DHS Human Resources Operations Division that the non-County workforce member was placed on the "DO NOT SEND" list by completing and submitting the "Do Not Send Notification Sheet".
4. The Supervisor/Manager immediately retrieves all County property from the non-County workforce member.
5. The Supervisor/Manager immediately contacts all entities listed on the "Property & Access Clearance Sheet" by telephone and e-mail.
6. All entities listed on the "Property & Access Clearance Sheet" must take immediate action to ensure inactive non-County workforce member's access is restricted based on internal, DHS, and MLK OPC policies and procedures.
7. Remove the non-County workforce member's area file folder and place it in the "inactive" status file.

If a non-County workforce member's assignment is terminated or it is determined that he/she will be placed on the "DO NOT SEND" list during the evening shift, weekend or holiday, the supervisor/manager shall initiate steps by e-mailing the appropriate departments. The Volunteer/Contract Worker Coordinator will follow-up to ensure all steps are followed and all appropriate parties are notified.

**CROSS REFERENCES**

DHS Policy Nos.

- 726, Non-county Workforce Members
- 726.2, Termination, Release, Suspension, or Transfer of Workforce Member and Clearance Procedure
- 935.03, Workforce Security

MLK OPC Policy and Procedure Nos.

- 04-040, Termination, Release, Suspension, or Transfer of Workforce Member and Clearance Procedure
- 04-043, Non-County Workforce Members

**NOTED AND APPROVED:**

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Cynthia M. Oliver, Chief Executive Officer

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Date

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Ellen Rothman, M.D., Chief Medical Director

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Date

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Regina D. Pierre, Human Resources Administrator

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Date

Signature(s) on File.