



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-040
SUBJECT: TERMINATION, RELEASE, SUSPENSION, OR TRANSFER OR WORKFORCE MEMBER AND CLEARANCE PROCEDURE	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 3
REVIEWED BY: HR ADMINISTRATION, ADMINISTRATION AND P&P COMMITTEE	EFFECTIVE DATE:
TO BE PERFORMED BY: ALL WORKFORCE MEMBERS	REVIEWED DATE: 11/01/14
	REVISED DATE:

PURPOSE

To define procedures for workforce members terminating County service/assignment, transfer or immediate suspension from Martin Luther King, Jr., Outpatient Center (MLK OPC).

POLICY

Workforce members must return all County property or arrange for settlement of property on or before the last day worked.

Workforce members are responsible for all County property not returned. Refusal or inability to return all County property may result in delay of severance pay or final payroll warrant.

PROCEDURE

If County property cannot be collected prior to the departure of a non-County workforce member, the manager/supervisor or volunteer/contract worker coordinator must make arrangements with the affiliated agreement vendor to collect the items. If the non-County workforce member is an independent contractor, payment for services rendered will be withheld upon return of the County items.

Managers/supervisors must ensure that non-County workforce members return all County property on or before the last day worked.

Managers/supervisors must notify the Human Resources Office and the MLK OPC Information Systems Department no later than the day the workforce member terminates County service/assignment, transferred or is reassigned from MLK OPC, in accordance with the DHS access termination procedure in DHS Policy 935.03, Workforce Security.

VOLUNTARY TERMINATION/TRANSFER

1. Workforce members voluntarily terminating County service/assignment or transferring from MLK OPC should submit written notice at least two weeks prior to the effective date of their termination or transfer.
2. Upon notification of a workforce member's intent to terminate County service/assignment, the manager/supervisor shall give the workforce member a "Voluntary Termination/Transfer" form (Attachment 1) and a "Property & Access Clearance Sheet" (Attachment 2) to complete. The manager/supervisor will sign and date acceptance of the Voluntary Termination/Transfer, retain one copy for area file, give one copy to the workforce member, and forward the original to the Human Resources Office within two days of the effective date of termination.
3. A workforce member intending to transfer from MLK OPC must complete and submit the "Voluntary Termination/Transfer" form to his/her manager/supervisor. The effective date of the transfer will be determined by the supervisor, upon notification from the Human Resources Office that a release date has been requested.

4. On the last work day, the workforce member must present the "Property & Access Clearance Sheet" and the applicable County property to the individuals indicated on the form. The individuals indicated on the form will sign and date in the appropriate space provided verifying receipt of the equipment/property.
5. Final clearance will include retrieval of the ID Badge, Mileage Manual (if applicable), and arranging for the disposition of retirement contributions, W-2 forms, and final payroll warrant.

INVOLUNTARY TERMINATION, SUSPENSION, OR REASSIGNMENT

1. Manager/supervisor must consult with the DHS HR, Performance Management Unit prior to terminating, suspending or reassigning a County workforce member for disciplinary reasons.
2. Once approval has been obtained from the DHS HR, Performance Management Unit, the manager/supervisor shall collect all County property from the workforce member. The manager/supervisor may utilize the "Property & Access Clearance Sheet" to ensure all County property is retrieved from the workforce member.
3. The DHS HR, Performance Management Unit will notify the HR, Operations Unit office regarding a County workforce member who is being terminated, suspended or reassigned for disciplinary purposes.
4. The manager/supervisor is responsible for notifying the MLK OPC Information Systems Department to terminate computer/network access to the workforce member being terminated, suspended or reassigned.

LONG-TERM SEPARATION OF COUNTY WORKFORCE MEMBERS

In the event that a workforce member is on any type of leave for 30 days or more:

1. DHS HR, Performance Management Unit or the Return to Work Unit will contact the workforce member to request the return of all County property (e.g., I.D. Badge, keys, pager, cell phone).
2. MLK OPC Office of Human Resources will notify the MLK OPC Information Systems Department to suspend the workforce member's access until he/she returns to work.

TERMINATION OF NON-COUNTY WORKFORCE MEMBERS

1. The manager/supervisor must consult with the facility Medical Director or Chief Executive Officer and the Volunteer/Contract Worker Coordinator when terminating services of a non-County workforce member.
2. The manager/supervisor and/or Volunteer/Contract Worker Coordinator is responsible for notifying facility Human Resources, the MLK OPC Information Systems Department when a non-County workforce member will be terminated.
3. The manager/supervisor and/or volunteer/contract worker coordinator is responsible for collecting all County property issued to a non-County workforce member. If the County property cannot be collected prior to the departure of the non-County workforce member, the manager/supervisor or volunteer/contract worker coordinator must make arrangements with the affiliated agreement vendor to collect the items. If the non-County workforce member was an independent contractor, payment for services rendered will be withheld upon return of the County items.

DEFINITION: WORKFORCE OR WORKFORCE MEMBER

Workforce member is defined as employees, volunteers, trainees, affiliates, students, and any other persons who perform work under the control of DHS, whether or not they are paid by the County.

CROSS

REFERENCE: DHS Policy 935.03, Workforce Security

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MLK OPC Policy and Procedure Nos.
04-039, Non-County Workforce Member Exit Processing Procedure
04-043, Non-County Workforce Members

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Interim Chief Medical Director

Date

Regina Pierre, DHS Human Resources

Date

Signature(s) on File.