

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Page 1 Of 2

Subject: <b>EMPLOYEE CHECK OUT PROCESS</b>		Original Issue Date: January 13, 2011	Policy # <b>570</b>
		Supersedes: January 13, 2011	Effective Date: November 13, 2014
Committees Consulted: Office of Educational Services Nursing Program Coordinators	Reviewed & Approved by: College Operations Committee College Planning Committee	Approved by:  Provost, College of Nursing & Allied Health	

## **PURPOSE:**

To ensure all items due to be submitted by employee terminating employment are received

## **Definition:**

Terminating employment includes resignation, transfers, and retirement.

## **POLICY:**

All employees submit written notice regarding termination of employment, complete the check out procedure, and are processed through Human Resources (HR).

Employees are accountable for return of assigned County property and reconciliation of accounts incurred in connection with their employment.

## **PROCEDURE:**

### Employee:

- Completes the Voluntary Termination/Release or the Notice of Transfer form and obtains supervisor signature
  - Submits letter of resignation (optional)
- Elects to be interviewed or completes an on-line exit survey
- Obtains required signatures on the following as indicated and submits to HR by last day of employment:
  - Voluntary Termination/Release or Notice of Transfer
  - Employee Clearance Sheet.

### Divisional Dean/Director/Immediate Supervisor:

- Notifies the following regarding employee termination of employment:
  - Provost
  - College Operations Officer/Assistant Director
  - Dean, Administrative and Student Services
  - Director, Educational Resource Center
  - Research Director
  - Office Manager
- Obtains the following from employee:
  - Assignments/pending work e.g.: class/program coordination, lectures, committees, names of contact persons
  - Hard/electronic copies of essential documents e.g.: lesson plans, outlines, PowerPoint slides, data bases

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Subject:

**EMPLOYEE CHECK OUT PROCESS**

- Supplies e.g.: AV aids/teaching equipment, posters
- Refers employee to Research Director to coordinate exit interview
- Directs employee to enter effective off service date and College contact person in email. (File/Automatic Replies – away message) one week prior to off service date
- Signs Voluntary Termination/Release or Notice of Transfer
- Provides employee with Employee Clearance Sheet and instructs employee to:
  - Obtain signatures from specified areas and return completed form to divisional director for signature prior to checking out with HR (May be helpful to highlight and number required areas)
    - Locksmith/Access Card Keys
    - Computer and Building Access
    - Library – College library, other libraries if indicated
    - Pagers, Cell Phones, AT&T Calling Card
    - Employee Health (resignation/retirement only)
    - HR/ID Badge (last)
- Signs Supervisor section of Employee Clearance Sheet to indicate that divisional materials have been obtained/returned
- Directs employee to submit completed forms to HR by last working day.

Research Director:

- Offers on line or in person exit interview
- Schedules in person exit interview with interviewer as requested
- Sends exit survey if requested
- Processes exit survey/interview.

College Operations Officer:

- Ensures employee removal from College cardkey access.

**PROCEDURE DOCUMENTATION:**

Employee Clearance Sheet

Voluntary Termination or Release or Notice of Transfer Form

Exit Interview/Survey

**REFERENCES:**

Los Angeles County code, Section 5.12.020

LAC + USC Medical Center Policy #536: Resignation

LAC + USC Medical Center Policy #537: Clearance Procedure for Employee's Terminating Service

**REVISION DATES:**

January 13, 2011

November 13, 2014