



ADMINISTRATIVE PROCEDURES

Procedure Number: 3-9

Effective Date: 03/08/2003

Revision Date: 06/16/2010

C. Danielberry
County Administrator

SUBJECT: **EMPLOYEE SEPARATIONS**

DEPARTMENT RESPONSIBLE: **Office of the County Administrator**

I. STATEMENT

Pima County is committed to providing a healthy and constructive work environment for all employees. This procedure allows terminating or transferring employees the opportunity to discuss frankly and openly the positive and negative aspects of their employment. Information gathered may be used to improve working conditions, identify training needs and implement positive change in the work place.

Personnel Policy 8-123 - Terminations sets forth the obligations of employees and Pima County upon termination of employment. The purpose of this administrative procedure is:

- to implement Personnel Policy 8-123;
- to provide a County-wide procedure for the processing of terminations or moves from one department to another;
- to assure uniformity in the processing of terminations from Pima County employment or moves from one department to another;
- to create an exit interview process that enables Pima County to obtain comments and suggestions for the overall improvement of the quality of work in Pima County; and
- to set forth specific procedures and forms to be utilized in the termination process or when an employee moves from one department to another.

II. APPLICATION

This procedure applies to an employee who a) terminates (separates his or her employment from Pima County) or b) transfers (moves from one department to another)

III. PROCEDURE

Pima County, through the Department Personnel Representative and Human Resources, will contact each terminating employee or each employee who moves from one department to another to provide information and receive comments and suggestions regarding employment with Pima County. The Department Personnel Representative shall complete the Pima County Check-out Checklist (Attachment 1). This checklist shall be maintained by the department in the employee's department personnel file.

The Department Personnel Representative will give each terminating employee, or each employee who transfers from one department to another, a Confidential Employee Exit Interview Survey (Attachment 2). This survey is to be submitted to Human Resources, Employment Rights, by the terminating employee or the employee who is transferring from one department to another. The employee may deliver this survey directly or contact the division to schedule an appointment.

When applicable, the Department Personnel Representative will give the terminating employee a Right to Appeal form (Attachment 3). The last day to file an appeal will be identified by the Department Personnel Representative in accordance with the Merit System/Law Enforcement Merit System Rules. (Note: The Right to Appeal form provides specific instructions for filing and handling an appeal and related forms. If an employee elects to file an appeal, the employee must submit a Merit System/Law Enforcement Merit System Appeal form to Employment Rights by the given deadline).

IV. RESPONSIBILITIES

Department Personnel Representative: disseminates applicable forms (attached hereto) to the terminating employee or the employee who transfers to another department, and meets with the employee.

Human Resources-Employment Rights staff: when applicable, meets with the terminating employee or the employee who transfers to another department, receives survey information and disseminates that information to the County Administrator or designee, and receives and processes the Merit System/Law Enforcement Merit System Appeal form.

Terminating employee or an employee who transfers to another department: meets with the Department Personnel Representative and completes checkout procedures, completes exit interview survey either in writing or in a meeting with the Employment Rights staff, files appeal form with the Employment Rights staff when applicable.

V. COMMENTS

Reference: Pima County Merit System Rules 11 and 14
Law Enforcement Merit System Rule XIII
Personnel Policy 8-123

Attachment 1

PIMA COUNTY CHECKOUT CHECKLIST

Department personnel representatives complete this form when an employee leaves the department and/or Pima County. Upon completion, file this form in the employee's department personnel file.

Employee's Name: _____ Employee ID No.: _____

Department/Div: _____ Effective Date: _____

Resign Retire Dismissal Term. during initial probation Layoff Other: _____

- | Leaving County | Leaving Dept. | |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | | Contact Arizona State Retirement System regarding change in status (602-239-3100). |
| <input type="checkbox"/> | | Contact provider for Deferred Compensation. |
| <input type="checkbox"/> | | Discuss conversion of medical, dental, life insurance and Employee Assistance Plan. |
| <input type="checkbox"/> | | Payment for accrued annual leave (max. 240 hours) and compensatory time (max. 120 hours). |
| <input type="checkbox"/> | | Educational Reimbursement, if within past 6 months. |
| <input type="checkbox"/> | <input type="checkbox"/> | Reimbursement of personal long distance telephone calls, uniform allowance, state bar dues. |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Time and Attendance Form. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dept./County Property: Keys, ID Card, Parking Card, Gas Key, Back Support, Other. |
| <input type="checkbox"/> | <input type="checkbox"/> | Information Technology Checkout: Office domain access, email, portable computer, PDA, cellular/smart phone, pager, etc. |
| <input type="checkbox"/> | | W-4 (Federal withholding tax) - forwarding address: _____ |
| <input type="checkbox"/> | | Last Check: _____ Mo. OR _____ Mail _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Employee's Right to Appeal Form, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide Exit Interview Form. |
| <input type="checkbox"/> | <input type="checkbox"/> | Review department personnel file. |

Personnel Representative:

- Personnel Action Form ITD Employee Separation of Access Form
- Attach Leave/Resignation, if applicable.

I certify that I have discussed the above options with the employee and processed the appropriate paper work as required.

Personnel Representative Signature _____

Date _____

Attachment 2

CONFIDENTIAL EMPLOYEE EXIT INTERVIEW SURVEY

Pima County is committed to providing a healthy and constructive work environment for all employees. Your participation in completing this survey will be helpful in providing information needed to ensure that our commitment is being met and to assist us in making improvements where they are needed.

It is the intent of Pima County to treat your responses confidentially. If this information is shared with the County Administrator and/or appropriate staff members, your identity will not be disclosed. However, in some instances Pima County may be obligated by law to take further action including disclosure of the identity of the individual giving the information. Within these constraints your responses will be treated with the utmost confidentiality. The completed survey will not be placed in your file, given to your department, nor in any way affect your future employment with Pima County.

After you have completed the questionnaire, please deliver (in person or by mail) to Human Resources, 150 W. Congress - 4th Floor Tucson, Arizona 85701. If you wish to discuss the questionnaire or other issues related to your experiences as an employee with the Pima County, please contact Human Resources at 740-2728 to schedule an appointment.

This form will be maintained by Human Resources for one (1) year from date it is received and then it will be destroyed.

Name:	
Department:	Job Classification:
Date of Hire:	Termination Date:

1. Was your decision to leave the department Pima County influenced by any of the following?
- | | | |
|-------------------------------------------------|------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Return to School | <input type="checkbox"/> Family/Personal | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Better job opportunity | <input type="checkbox"/> Retirement | <input type="checkbox"/> Compensation |
| <input type="checkbox"/> Other: _____ | | |

2. What was your opinion of the following?

	EXCELLENT	GOOD	FAIR	POOR
Work atmosphere				
Type of work				
Cooperation within the department				
Management communication				
Salary/benefits				
Training provided				
Promotional opportunities				
COMMENTS:				

3. How would you rate your job in the following areas?

	EXCELLENT	GOOD	FAIR	POOR
Supervision				
Type of work				
Work load				
Working conditions				
Interaction with others				
Public service				
COMMENTS:				

Attachment 2 (continued)

Exit Interview Survey
Page Two

4. How would you rate your immediate supervisor?

	EXCELLENT	GOOD	FAIR	POOR
Work atmosphere created				
Fair treatment				
Recognition of job well done				
Problem/Complaint resolution				
Communication skills				
Encouraged suggestions				
Showed personal interest				
COMMENTS:				

5. Were you given enough information in the early stages of your employment about the organization, compensation, department/County policies and procedures, training and advancement opportunities, etc.?

6. Is there anything else you would like to communicate concerning your employment or related issues?

SAMPLE

Employee Signature Date

Thank you for taking the time to complete this survey. May we contact you should we want to follow up?

Yes No *If yes, please provide an address and telephone number below.*

Address Zip Code Phone Number

EMPLOYEE'S RIGHT TO AN APPEAL

Pima County Merit System Rule 14 and Pima County Law Enforcement Merit System Rule XIII-4 give permanent County employees (those who have passed initial probation) the right to appeal a suspension, involuntary demotion, reduction in pay, dismissal, or termination as set forth in Merit System Rule 11.5.B through E and Law Enforcement Merit System Rule XI-10.A through D. An alleged coerced resignation will be treated as a dismissal. If you believe one of the above applies, you may file an appeal to the Merit System Commission/Law Enforcement Merit System Council. This appeal must be in writing and filed with the Human Resources Department (150 W. Congress, 4th Floor). Merit System Appeal forms are available from Human Resources or the Human Resources web page: <http://www.pima.gov/hr/meritrules.html>.

1. If you wish to file an appeal, you must complete the Merit System or Law Enforcement Merit System Appeal form, stating the reason for the appeal and deliver to Human Resources within ten (10) calendar days following written notification of your disciplinary action or termination. Failure to exercise your appeal rights may preclude you from pursuing your claim in Court.

Last day to file an appeal is: _____

2. A hearing will be scheduled within twenty (20) calendar days of the filing of the appeal. At the Commission/Council hearing, you have the option to:
 - a. Represent yourself,
 - b. Be represented by a non-attorney,
 - c. Be represented by an attorney. If you do not have an attorney, you may contact the Lawyer Referral Service at 3-4336.
3. You may bring witnesses to testify on your behalf at the hearing. Any request for subpoenas must be received by Human Resources at least five (5) business days prior to the scheduled hearing.
4. You may bring documentation (papers, memos, photos, etc.) in support of your case to the hearing. Please bring three (3) copies of all documents ready for distribution at the time of the hearing.
5. Human Resources staff are available to answer any questions you may have regarding the procedures that will be used during the hearing. You may request a copy of the "Appellant's Guide to an Appeal Hearing" and the "Appeal Hearing Guidelines" for detailed information about the appeal process.
6. It is your responsibility to notify Human Resources of any change in your mailing address and telephone number. The hearing notice will be sent to the address provided on the Merit System Appeal Form.

I have read and fully understand all of the above statements.

Name: (Print) _____ Department: _____

Signature: _____ Date: _____

Original: Employee – attached to Notice of Disciplinary Action, Termination or Employee's Letter of Resignation

Copy: Department Personnel File