

ADMINISTRATIVE PROCEDURES



Procedure Number: 23-33

Effective Date: 03/08/2003

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County Administrator

SUBJECT: **EMPLOYEE SEPARATIONS**

DEPARTMENT RESPONSIBLE: **All County Departments**

I. STATEMENT

Pima County is committed to providing a healthy and constructive work environment for all employees. This procedure allows employees moving (from one department to another or from one internal division to another) or terminating (separating from Pima County employment for any reason, to include appealable actions) the opportunity to discuss frankly and openly the positive and negative aspects of their employment experiences. Information gathered may be used to improve working conditions, identify training needs and implement positive change in the workplace.

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;
- provide a County-wide procedure to ensure uniformity in the processing of employee moves or terminations;
- 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
- set forth specific procedures and forms to be utilized when an employee moves or terminates employment with Pima County.

II. APPLICATION

This procedure applies to any employee moving (from one department to another or from one internal division to another) or terminating (separating from Pima County employment for any reason, to include appealable actions).

III. PROCEDURE

Department Personnel Representatives (DPRs) will contact each employee moving (from one department to another or from one internal division to another) or terminating (separating from Pima County employment for any reason, to include appealable actions) to provide information and receive comments and suggestions regarding employment with Pima County. DPRs shall complete the Pima County Check-out Checklist (Attachment 1) when an employee terminates employment, moves from one department to another or,

when applicable, moves from one internal division to another. This checklist shall be maintained by the department in the employee's department personnel file.

DPRs shall give each moving or terminating employee a Confidential Employee Exit Interview Survey (Attachment 2). This survey is to be submitted to Human Resources-Employment Rights by the moving or terminating employee. The employee may mail the survey, deliver the survey directly or may contact Employment Rights to schedule an appointment to discuss exit interview responses.

When applicable, DPRs shall give the terminating employee a Right to Appeal form (Attachment 3). The last day to file an appeal will be identified by the DPR 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 or Law Enforcement Merit System Appeal form by the required deadline.)

On or before the employee's last day of employment, DPRs shall give each retiring employee an Accrual Disbursement/Payout Request Form (Attachment 4). When an employee receives an official layoff notice or when an unclassified employee is notified that the County position they hold is being eliminated, Human Resources-Employment Rights staff shall give the employee an Accrual Disbursement/Payout Request Form. Forms must be completed by the employee and returned to Central Payroll and, when applicable, CAT Bank Administration, on or before the employee's last day of employment.

IV. RESPONSIBILITIES

DPR: meets with the moving or terminating employee and disseminates applicable forms (samples attached).

Human Resources-Employment Rights staff: meets with the moving or terminating employee when requested; receives survey information and may disseminate that information to the County Administrator or designee (identity will not be disclosed unless obligated by law); and/or may disseminate survey information to the department with the consent of the employee; disseminates an Accrual Disbursement/Payout Request Form to an employee receiving an official layoff notice or when an unclassified employee is notified that the County position they hold is being eliminated.

Employee moving or terminating: meets with the DPR and completes applicable checkout procedures, which may include: exit interview survey either in writing or in a meeting with Employment Rights staff; timely filing of appeal form; and submittal of Accrual Disbursement/Payout Request Form to Central Payroll and/or CAT Bank Administration.

References: Pima County Merit System Rules 11, 12 and 14
Law Enforcement Merit System Rules XI, XII, and XIII
Personnel Policy 8-106
Personnel Policy 8-123

PIMA COUNTY CHECKOUT CHECKLIST

To be completed by the Department Personnel Representative when an employee moves (from one department to another or, when applicable, from one internal division to another) or terminates (separates from Pima County employment).

Employee's Name: _____ Emp ID/EIN: _____

Dept/Division: _____ Effective Date: _____

Resign Retire Dismissal Termination Layoff Other: _____

Leaving County Leaving Div/Dept.

- Contact your retirement system regarding change in status.
- Contact your provider for Deferred Compensation, if applicable.
- Contact Employee Benefits regarding medical, dental, and life insurance (520-724-8464).
- Payment for accrued annual leave and compensatory time.
- Accrual Disbursement/Payout Request Form.
- W2s and paystubs are available in ESS for 3 years. Retain your current credentials (user ID, password) to access <https://portal.adp.com>
- Address updated in ADP. (Must have a current password and working email address.)
- Reimbursement to the County for personal call expenses, uniform allowance, state bar dues, job-related training sessions or conferences, travel advances, etc.
- County Equipment/Supplies: Keys, ID card, parking card, gas key, back support, clothing, other.
- Cellular/Portable Devices (smart phone, tablet, other portable computer), MiFi, etc.
- Final time card approval.
- Review department personnel file.
- Provide Confidential Employee Exit Interview Survey.
- Provide Employee's Right to Appeal Form, if applicable.

Department Personnel Representative:

- Personnel Action Form
- Attach Letter of Resignation, if applicable.
- ITD Separation of Access Form
- Terminate Access to ADP EV5 System

I certify that I have discussed the above items with the employee and processed the appropriate paperwork as required.

Department Personnel Representative Signature

Date

c: Employee
Department Personnel File

CONFIDENTIAL EMPLOYEE EXIT INTERVIEW SURVEY

PROVIDED TO ALL EMPLOYEES CHANGING DIVISION/DEPT OR SEPARATING FROM COUNTY EMPLOYMENT FOR ANY REASON

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 WITHOUT YOUR CONSENT, nor will it 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 (HR), 150 W. Congress Street, Tucson, Arizona 85701. If you wish to discuss the questionnaire or other issues related to your experiences as an employee with Pima County, please contact Human Resources at 724-2728 to schedule an appointment.

This form shall be maintained by HR in accordance with established records retention schedules.

| | |
|---------------|---------------------|
| Name and EIN: | |
| Department: | Job Classification: |
| Date of Hire: | Termination Date: |

1. Was your decision to leave the division / 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 | | | | |
| Work load | | | | |
| Working conditions | | | | |
| Interaction with others | | | | |
| Public service | | | | |
| COMMENTS: | | | | |

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 early in your position about the organization, compensation, dept. / County policies and procedures, training and advancement opportunities, etc. ?

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

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

WOULD YOU LIKE YOUR DEPARTMENT TO RECEIVE A COPY OF THIS COMPLETED SURVEY?

Yes No

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 for disciplinary reasons, reduction in pay for disciplinary reasons, dismissal, or termination as set forth in Merit System Rule 11.5.B through D and Law Enforcement Merit System Rule XI-10.B and C. 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 Street).

Merit System Appeal forms are available from Human Resources or the Human Resources web page: <http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=3279>

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 623-4625.
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.
5. Human Resources staff is 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" for detailed information about the appeal process. The Appellant's Guide is also available at: <http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=5350>
6. It is your responsibility to notify Human Resources of any changes to your mailing address and/or 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 information above.

Name: (Print) _____ Department: _____

Signature: _____ Date: _____

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

Accrual Disbursement/Payout Request Form

Employee Name (Please Print): _____ EIN: _____

Department: _____ Phone Number: _____

Retirement (See Personnel Policy 8-106 C.4)

I am retiring from County service into the Arizona State Retirement System, Public Safety Personnel Retirement System, or Corrections Officer Retirement Plan and will be taking (check one):

Normal Retirement Early Retirement Permanent Disability Retirement

Layoff (See Personnel Policy 8-106 C.5)

I am being laid off pursuant to Merit System Rule 11 – Terminations.

Unclassified Employees (See Personnel Policy 8-106 C.6)

I am being transitioned into a non-county entity (due to privatization) and my County position will be eliminated.

Please select from the following options (available to retiring, laid off and unclassified employees):

- I have more than 240 hours of annual leave. Please convert excess hours to sick leave.
Exception: Laid off employees receive 100% payout of annual leave accruals, to include balances in excess of 240 hours.
- I have more than 240 hours of sick leave. Please convert my unused sick leave hours to annual leave for payout in accordance with Personnel Policy (PP) 8-106.
- I have more than 240 hours of sick leave. Please convert _____ (#, minimum of 240.01 hours) of my unused sick leave hours to annual leave for payout in accordance with PP 8-106. I request that _____ (#) of my sick leave hours be donated to CAT Bank.
- I have 0 – 240 hours of sick leave. I understand I am ineligible to convert my unused sick leave hours to annual leave and do not wish to donate leave to CAT Bank.
- I have 0 – 240 hours of sick leave. I understand I am ineligible to convert my unused sick leave hours to annual leave; however, I request that _____ (#) of my unused sick leave hours be donated to CAT Bank.
- I have more than 1,920 hours of sick leave and request that _____ (#) of my unused sick leave hours be converted to annual leave for payout in accordance with PP 8-106 and (optional) _____ (#) of my unused sick leave hours be donated to CAT Bank.

Pursuant to PP 8-106 B.3.b., sick leave hours contributed to CAT Bank and/or converted to annual leave for payout purposes upon leaving County employment, are NOT eligible for reinstatement should you return to County employment within nine (9) months. All sick leave not converted or donated will be reinstated to employees who return to County employment within (9) months.

Questions regarding CAT Bank should be directed to CATBankAdmin@pima.gov.

Employee Signature

Date

Original: Email to centralpayroll@pima.gov on or before last day of employment

Copy: CAT Bank Administration (only if optional donation of sick leave to the CAT Bank is selected above)