

SUBJECT: SEPARATION FROM EMPLOYMENT; OFF-BOARDING EMPLOYEES

I. PURPOSE:

Douglas County recognizes the importance of having an effective and consistent employee off-boarding policy and process to protect the interests of both Douglas County and existing employees; protect physical property and maintain an operating knowledge base; ensure compliance and security regarding systems and physical access; assist in the transfer of knowledge; collect valuable feedback; help maintain and promote our reputation as an employer of choice; and provide employees with an organized way to wrap-up and transfer projects.

II. GENERAL OFF-BOARDING POLICY AND PROCEDURES:

If an employee separation occurs (resignation, termination, retirement, transfer, etc.), the following steps should be taken to successfully exit the employee:

A. Notice to Human Resources

Upon notice of a planned separation from employment, the employee and/or their supervisor shall provide written notice to Human Resources within 24 hours. This includes a copy of the letter of resignation, if applicable, or other relevant documentation for the employee's file. Human Resources shall notify all applicable departments, including the Technology Services Department, of the employee's official date of separation.

B. County Property

- i. Before or on the employee's last day of employment, employees are required to return all County property to their supervisors, including identification cards, keys, tools, computers, mobile devices, credit cards for purchasing, or other County-issued equipment.
- ii. The direct supervisor must ensure that all County property is collected from the employee, and the employee's access to purchasing, County accounts, or other authorizations is revoked.
- iii. When employees transfer between departments within the County, the same guidelines must be followed. The department head, however, may grant permission to the departing employee to retain items that are transferrable to the new position.

C. Network Access and Technology

- i. The Technology Services Department shall be notified of a pending separation via a Service Desk Request from Human Resources with the

name of the employee, name of the department, and the employee's last day of employment.

- ii. The employee's access to the County network shall be deactivated within 24 hours of his or her separation date.
- iii. If there is a need to terminate access immediately or in a more expedited fashion, the Technology Services Department Service Desk and the Chief Technology Officer must receive from Human Resources, in writing, the name of the employee, name of the immediate supervisor, and the specific access termination request(s).

D. Knowledge Transfer

To provide for an orderly transition of responsibilities, supervisors should collaborate with a departing employee to document current/outstanding projects, upcoming deadlines, contact information, and other institutional knowledge that might be lost during transition.

E. Separation Checklist

The employee and his or her direct supervisor shall complete a Separation Checklist on or before the employee's last day of employment, and return the completed form to Human Resources.

F. Exit Interview

- i. Exit interviews are voluntary. Employees who separate from County employment are given the opportunity to provide reasons for the separation and feedback on their employment experience with the County.
- ii. An exit interview may also be requested to discuss benefit matters.
- iii. An exit interview may be offered by the employee's supervisor or Human Resources or requested by the exiting employee. Exit interviews should be conducted by a Human Resources employee or the department head.
- iv. Information shared by the departing employee will be kept confidential to the extent permitted by County policy and applicable law. The individual conducting the interview may be responsible for reporting certain information shared during the exit interview.

G. Status of Benefit Plans

- i. **COBRA.** The Federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides eligible employees and their qualified dependents the opportunity to continue coverage under the County's health and dental insurance plans when a "qualifying event" would normally result in the loss of those benefits. Some common qualifying events include termination of employment (except termination for gross misconduct), the death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation, and a

dependent child who no longer meets eligibility requirements. Employees who are eligible for continuation of their health care coverage and other benefits, as required under COBRA, will receive written information concerning this benefit from Infinisource. Under COBRA, the employee and his or her dependent(s) will pay the full cost for insurance coverage at the County's group rate plus an administration fee. The written materials provided to the employee will clearly outline how long the employee and his or her dependent(s) will be eligible for the COBRA coverage.

- ii. *Health Insurance Portability and Accountability Act.* The Health Insurance Portability and Accountability Act (HIPAA-1996) requires that a certificate of insurance be given to all separated employees who have been provided health insurance through the County's group plans. Your health insurance provider will mail the certificate to you. If the certificate is not received within thirty (30) days, please contact Human Resources.
- iii. *Life Insurance.* Life insurance ends on the employee's separation date. However, any life insurance policy may be converted within 31 days after the employee's separation date.
- iv. *Disability Insurance.* Long and short term disability income insurance ends on the employee's separation date and may not be converted.
- v. *Retirement.* All retirement information is held by the State of Nevada Public Employees' Retirement System (PERS). Separating employees are recommended to contact PERS directly.
- vi. *Accrual Balances.* Employees who separate from County employment will be paid for unused annual leave, in accordance with Policy 200.36 or the terms of any applicable labor agreement. Administrative leave that has not been taken prior to the date of separation will not be paid, in accordance with Policy 200.35. Sick leave will be paid out in accordance with Policy 200.44 or the terms of any applicable labor agreement.

H. Final Paycheck

Upon separation, an employee will receive his or her final paycheck on the next regularly scheduled pay date, unless mutually agreed to by the employee and Human Resources.

III. RESIGNATION AND RETIREMENT

- A. *Notice and Confirmation.* All employees who are resigning or retiring from their positions with the County are expected to give at least two weeks of notice in writing. Upon receipt of the notice, the employee's supervisor should confirm the

resignation in writing to the employee and forward a copy of the resignation and their confirmation to Human Resources.

B. *Revocation.* On occasion, an employee may wish to revoke the notice of resignation or retirement. Once received by Douglas County, the County is under no obligation to accept the revocation of the resignation or retirement. Revocation of a prior resignation or notice of retirement is treated on a case by case basis. Supervisors should consult with Human Resources prior to accepting the revocation. If the County allows the revocation, there is no guarantee that the employee may return to the same position.

C. *Effect.* An employee who fails to provide two weeks advance notice will generally not be considered eligible for re-hire.

IV. VOLUNTARY SEPARATION PROGRAM

Eligible full-time regular employees not occupying critical positions may participate in the County's Voluntary Separation Program pursuant to Policy 200.31.

V. APPLICABILITY TO OTHER ENTITIES

The requirements set forth in Section II(C) of this policy shall also apply to other entities utilizing the services or infrastructure of the Technology Services Department by agreement, such as, East Fork Fire Protection District and the Towns of Gardnerville, Genoa, and Minden. Any reference therein to a County department or authority shall mean the equivalent department or authority within the user entity.

VI. RESPONSIBILITY FOR REVIEW:

The County Manager and Human Resources Director shall review this policy as needed or at least once every 3 years.