

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this Procedure applies to them. In case of a conflict between the applicable CBA and these Procedures, the provision in the CBA controls.

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Off Boarding Process

OVERVIEW: This Procedure describes the procedures for separating from the County.

SCOPE: This Procedure applies to all persons employed by the Board of County Commissioners.

PROVISIONS:

1. Prior to separation, the separating employee's supervisor shall complete the Alachua County Separation Checklist (Appendix C), in order to recover Board property, maintain security and complete all necessary documents.
2. **Sr. Management FRS.** An employee in the Sr. Management FRS is expected to submit a written notice of resignation to the employee's direct supervisor at least one month prior to the effective date of resignation.
3. **Classified Service.** An employee in the Classified Service is expected to submit a written notice of resignation to the employee's direct supervisor at least two weeks prior to the effective date of resignation.
4. The department shall attach the original notice of resignation to the Employee Action Form for inclusion in the employee's personnel record.
5. A request by an employee to rescind a notice of resignation may be approved by the Department Director prior to the employee's separation date. The decision of the Department Director shall be final and may not be appealed under these Policies and Procedures.
6. **An Exit Survey** shall be conducted for all permanent employees according to the provisions of this Procedure.
 - a. The Employee and Labor Relations Manager will email the Offboarding Survey when notified of a resignation or retirement.
 - b. The employee will be encouraged to complete the Exit Survey prior to the final working day.

- c. The Employee and Labor Relations Manager will review completed surveys and notify the Human Resources Director regarding potential areas of concern.
- 7. **Exit Interview** may be conducted upon the request of the employee leaving the organization or upon the request of the employee's supervisor.
 - a. The Employee and Labor Relations Manager will conduct the exit interview via phone conversation.
 - b. The Employee and Labor Relations Manager will notify the Human Resources Director regarding potential areas of concern.
- 8. **Exit Survey Report.** On a quarterly basis, the Employee and Labor Relations Manager will compile a report for the Administrating Official regarding employee separations and exit interviews.
- 9. **Sr. Management FRS.** The Administrating Official may conduct an exit survey and interview with separating Sr. Management FRS employees.