

# ALACHUA COUNTY SEPARATION PROCEDURES

**This completed checklist should be forwarded to the department HR Liaison with a copy forwarded to Finance & Accounting.**

## **Supervisor/Department**

1. Upon notification that an employee (or intern) is terminating employment with Alachua County, the supervisor must review the Employee Separation Checklist with the employee and ensure that all separation procedures are completed. All items on the Employee Separation Checklist must be initialed and dated.
2. The supervisor must inform the departmental HR Liaison of the upcoming termination the day it is received. The HR Liaison initiates an Employee Action Form (EAF) with the original written resignation attached to terminate the employee in the payroll system; and a Requisition to initiate the recruitment process for the vacant position.
3. If the employee's ID Badge also functioned as a building access card, the Department head or designee must notify Human Resources via email that the employee is leaving & request the access card be deactivated at the end of the employee's last work day.
4. The supervisor shall request the employee complete the Exit Survey on the County's intranet.

## **Human Resources**

1. Human Resources will forward a PDF copy of the EAF to Risk Management, Payroll and Organizational Development and Training.
2. Human Resources will inform IT of the termination date for the employee.

## **Employee**

1. In the event the employee is changing address, phone number or email, etc. they should update the information in the Human Resources system.
2. Employees should complete the Exit Survey located on the County's intranet. Employees can request an Off Boarding Interview with the Employee and Labor Relations Manager in the Human Resources Department. 352-374-5219
3. Employees must return all issued County equipment and make final payment on any outstanding loan or payment for personal phone calls prior to receiving the final paycheck. Failure to do so will result in the amount of the outstanding balances for loans, phone use, replacement cost of unreturned equipment, or any other monies owed to Alachua County, to be deducted from the employee's leave payout. If the leave payout does not cover the outstanding balance, the monies can be deducted from the final paycheck in compliance with all applicable law. If the amount of leave payout is not sufficient to cover the balance of money owed after all other pay options have been exhausted, all remaining balances will be due immediately.
4. To arrange loan payoff, or to speak with Finance & Accounting about other monies owed, contact that office at 352-374-3605.
5. To schedule a meeting with Risk Management to discuss health insurance coverage or Deferred Compensation withdrawal, contact the Employee Benefits Analyst at 352-337-6180.

## **Risk Management**

1. Upon receipt of notification of termination, the Risk Management Office will mail to the employee, at his/her most recent address in the HR system, a Cobra notification for benefits and a withdrawal packet for deferred compensation, as appropriate.

**ALACHUA COUNTY EMPLOYEE  
SEPARATION CHECKLIST**

**DIRECTIONS:** To move between fields, press the TAB key. The fields will expand as you enter your text.

<b>Name:</b>	<b>Department:</b>
<b>Termination Date:</b>	<b>Today's Date:</b>

Task	Supervisor Initials	Employee Initials	Date Completed
EAF forwarded to Human Resources		N/A	
Requisition Entered in NeoGov		N/A	
Exit Survey Completed	N/A		
Upon Termination Date - Notify Facilities to Cancel ID Badge Authorization		N/A	
If employee is changing address, phone number, personal email, etc. update information in HR system	N/A		
Arrange payment of other monies owed with F&A	N/A		

**ISSUED ITEMS CHECKLIST FOR SEPARATING EMPLOYEES**

Property Item	Received by Employee			Returned or Deactivated		
	Supervisor Initials	Employee Initials	Date	Supervisor Initials	Employee Initials	Date
Office keys						
Vehicle keys returned and inspection by supervisor completed with employee present						
Identification badge						
Parking key card						
Any login and passwords to County systems						
Uniforms						
VISA Purchasing Cards (contact Procurement to cancel card)						
Cell phone and charging cords						
Pager						
Laptop						
Surface Pro						
Printers						
Scanners						
Cameras						
Monitors						
Keyboard and Mouse						

Other (please list)						