

**SOUTH CAROLINA
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

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HR003.00 WORKFORCE MEMBER SEPARATION POLICY AND PROCEDURES

EFFECTIVE: February 1, 2008

APPLIES TO: All South Carolina Department of Health and Human Services Workforce Members

POLICY

It is the intent of the Department of Health and Human Services (the Department) that a workforce member terminating employment status, either voluntarily or involuntarily, be informed of any pertinent information and/or benefits that he or she may be entitled to receive or continue after employment. This policy provides broad guidelines for a supervisor or appointing authority to follow when a workforce member terminates employment with the Department. Each supervisor or appointing authority is responsible for ensuring that the appropriate Department officials are notified of the voluntary or involuntary separation of a workforce member as soon as possible. Each supervisor or appointing authority is responsible for collecting all Department property, ensuring all forms related to separation are complete, and notifying all appropriate Department officials in a timely manner.

PURPOSE

This policy outlines the responsibilities of the supervisor or appointing authority for ending work arrangements between the Department and its paid or unpaid workforce members. The separation procedures in this policy will be utilized to ensure recovery of all Department property and assigned identification(s). Workforce members include but are not limited to, full time equivalent (FTE) employees, temporary grant employees,

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state temporary employees, interns, volunteers, guests, vendors, contractors, and/or contract employees.

3.01 Separation Procedures

- A. Separation refers to the voluntary or involuntary end of work performed for or on behalf of the Department. Separation notifications must be authorized by the supervisor in consultation with the Department's Office of Human Resources.
- B. Termination is the action taken by the Department against a workforce member to involuntarily separate them from employment with the Department. **All terminations of full time equivalent or temporary grant employees must be coordinated and pre-approved by the Department's Office of Human Resources and the agency director or designee.**
- C. All Bureau Chiefs are responsible for monitoring and enforcing compliance of the procedures for separation.
- D. Each Department Division, Office, or Bureau cited in these procedures is responsible for its own internal standard operating procedures with regards to workforce member separation.
- E. Before an employee's separation date, the supervisor or appointing authority is responsible for ensuring the separating employee's leave records have been reconciled accurately in the Department's E-Leave system.
- F. The supervisor or appointing authority of a Department workforce member must collect and return the following items upon a workforce member separation.
 - 1. All Department property must be returned. Property includes but is not limited to security or identification badges, keys, telephones, travel or procurement credit cards, cellular telephones, laptop computers and accessories, portable devices or other business equipment or supplies.
 - 2. The workforce member must surrender these items upon the request of the supervisor or appointing authority.
 - 3. Workforce members may be held responsible for any damages, loss, or other non-business related expenses incurred as a result of their use of Department property.
 - 4. Upon separation, workforce members lose immediate access to all

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Department facilities, databases, on-line systems, network servers, email, intranet, and any other related automated systems.

5. Upon collection and receipt of Department property, the supervisor should return the property to the respective Division, Office, or Bureau.
 6. A Department Employee Clearance Checklist is to be completed by the supervisor and returned to the Office of Human Resources for processing once all property has been collected and all automated and security accesses have been recovered. (see Employee Clearance Checklist)
 7. A Personnel Transaction Document (Form 114) must be completed and returned with all related personnel documents to the Office of Human Resources upon notification of separation. Related personnel documents may include but are not limited to the letter of resignation (*if applicable*) and the Employee Clearance Checklist.
 8. If the Personnel Transaction Document (Form 114) is not received by the Office of Human Resources in a timely manner, this could result in the underpayment or overpayment of the employee.
 9. Failure on the part of the supervisor or appointing authority to provide a Personnel Transaction Document (Form 114) and notification to the Office of Human Resources of a workforce member separation in a timely manner may result in disciplinary action up to and including termination.
 10. The supervisor is responsible for completing the Office Automation Change Request form (OAC). Notification should be given to the administrator of the application(s) to which the workforce member had access.
 11. All workforce member separation documents must be submitted on or before the final date of separation.
- G. If an employee is not leaving the agency and is being promoted, re-assigned, or changing from a temporary grant position to a full time equivalent position, please contact the Office of Human Resources for instructions on completing the Personnel Transaction Document (Form 114). Please note that moving an employee from a temporary grant position to a full time equivalent position will require a Personnel Transaction Document (Form 114) to terminate the employee

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from the temporary grant position before they may be moved into the full time equivalent position.

3.02 Resignation

- A. In the case of a workforce member's voluntary resignation, the supervisor is responsible for acquiring a written notification of resignation.
- B. In accordance with Human Resources Regulations, an employee may resign orally or in writing. Such notification of resignation should be accepted by the supervisor in the same manner as provided whether oral or written. If an oral resignation is accepted, the supervisor must confirm the resignation in writing to the workforce member and provide a copy to the Office of Human Resources with the accompanying forms.
- C. Specific information that should be included in a workforce member resignation includes the reason(s) for separation, anticipated separation date or last date of work, and if they are transferring to another state agency.
- D. Once a supervisor has accepted a notice of resignation, it may not be withdrawn, cancelled, or amended without the consent of the agency director or designee.
- E. Resigning employees should give notice two weeks in advance of the effective date. If the employee fails to do so, the supervisor or appointing authority must contact the Office of Human Resources with all pertinent information as soon as possible.
- F. A Department employee ending employment shall report to the benefits section of the Office of Human Resources before the last day of employment to complete all required paperwork. If an employee is unable to visit the benefits section, the paperwork will be mailed to the employee's last known address.
- G. If a Department employee intends to transfer to another state agency, it is the responsibility of the transferring employee to notify the Office of Human Resources.
- H. Voluntary resignation is not a grievable or appealable action under the State Employee Grievance Procedure Act or the Department's Employee Grievance

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Policy.

- I. Separating employees are invited to complete the Department's Exit Interview located on the agency's intranet.

3.03 Notification

- A. All workforce member separations must be reported to the appropriate Division, Office, or Bureau to process internal standard operating procedures. These Divisions, Offices, or Bureaus include:
 1. Bureau of Information Technology Services (BITS) Helpdesk
 2. Division of Information Systems (BIS)
 3. Division of Procurement and Support Services
 4. Division of Buildings and Grounds Supervisors
 5. Office of Human Resources
 6. Division of Accounting Operations
- B. Once the Office of Human Resources receives the Personnel Transaction Document (Form 114) with all related personnel documents, an email notification will be sent to representatives of the appropriate Divisions, Offices, or Bureaus.
- C. The supervisor of a separating contract employee must notify the authorizing agent and/or Bureau Chief immediately. An example of a contract employee is the contingent workforce paid through a temporary staffing company such as Roper, Ranstad, etc.
- D. Sanctions for the Department's full time equivalent employees for violations of written rules, regulations, policies, and procedures range from retraining up to and including immediate termination. Refer to Human Resources Policies and Procedures Progressive Discipline for further information on the Offense Schedule and Disciplinary Guide.

3.04 Definitions

- A. Bureau of Administrative Services - A bureau of the Department responsible for procurement and related services.

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- B. Bureau of Information Technology Services - A bureau of the Department responsible for all non-mainframe information resources including network facilities, hardware, software, functionality, data, and other resources which support the Department information processing environment.
- C. Contractor/Contracted Employee - Any individual who uses Department resources to perform contractually agreed upon services on behalf of the Department.
- D. Division of Accounting Operations – A division in the Bureau of Fiscal Affairs who administers the payroll functions of employees of the Department.
- E. Division of Procurement and Support Services – A division in the Bureau of Administrative Services, responsible for the issuance, inventory and management of Department equipment such as laptops and cellular telephones.
- F. Full Time Equivalent Employee - Any person in the service of an agency in a full time equivalent position who receives compensation from the agency and where the agency has the right to control and direct the employee in how the work is performed.
- G. Visitor - Any non-Department individual who uses Department resources upon invitation and with Department approval.
- H. Office of Human Resources - An office of the Department responsible for personnel administration for full time equivalent employees, temporary grant employees, state temporary employees, interns, and volunteers.
- I. Temporary Grant Employee – A full-time employee who does not occupy an FTE position and is hired to fill a position specified in and funded by a federal grant, public charity grant, private foundation grant or research grant and who is not a covered employee.
- J. Workforce Member - **For the purposes of HIPAA only**, workforce is defined as Department employees, volunteers, trainees, and other persons whose conduct, in the performance of work for the Department, is under the guidance of the Department, whether or not they are paid.