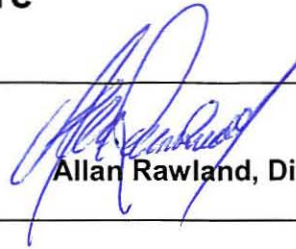


County Of San Bernardino Department of Behavioral Health

Employee Separation Procedure

Effective Date 04/1992
Revision Date 02/06/08



Allan Rawland, Director

Purpose To provide instructions for maintaining consistent and accurate personnel records and to monitor and control access to the Department's facilities and property.

Employee Responsibility Employees who are separating employment with DBH must:

- Complete and submit all necessary forms and paperwork of separation
- Return all County property to assigned supervisor and document it on the [Property Return Checklist for Separating Employees form](#)
- Complete all necessary patient chart work before separating and obtain supervisor's signature to confirm complete charting (if applicable)

Manager/Supervisor Responsibility To begin separation procedure, a manager or supervisor must:

Step	Action
1	Complete forms for termination: <ul style="list-style-type: none"> • Resignation Notice (if applicable) • Staff Master Worksheet Update • Property Return Checklist for Separating Employees • Separation report (if applicable) • Provide employee with an Exit Interview form (if applicable)
2	Complete the Resignation Notice stating final working date or final date of approved leave. This date will be considered the separation date.

Note: The employee may complete this notice, if the employee is available.

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County Of San Bernardino Department of Behavioral Health

Employee Separation Procedure, Continued

Manager/Supervisor Responsibility (continued)

Step	Action								
3	<p>Ensure that the Property Return Checklist for Separating Employees form is complete, indicating the return of all county property.</p> <ul style="list-style-type: none"> Obtain the signature of the Program Manager or Deputy Director. 								
4	<p>Take the following steps depending on the circumstances:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If Employee is...</th> <th style="text-align: left;">Then, the supervisor must...</th> </tr> </thead> <tbody> <tr> <td>voluntarily resigning employment with DBH</td> <td> <ul style="list-style-type: none"> have employee complete the Resignation Notice stating final working date or final date of approved leave. This date will be considered the termination date (if employee is not available then the supervisor may complete), and provide the employee with an Exit Interview form in a closed envelope for the employee's completion and return. </td> </tr> <tr> <td>terminating employment with the County of San Bernardino</td> <td>complete the Separation Report form. Employee completes Section A and B and manager or supervisor completes Section C and D.</td> </tr> <tr> <td>returning to their former classification or terminated while still in probationary status</td> <td>contact the HRO to request a "Return to Former Class" memo or a "Probationary Termination" memo. The supervisor is to provide the HRO with the last date of employment, and on the indicated date, present the employee with the memo.</td> </tr> </tbody> </table>	If Employee is...	Then, the supervisor must...	voluntarily resigning employment with DBH	<ul style="list-style-type: none"> have employee complete the Resignation Notice stating final working date or final date of approved leave. This date will be considered the termination date (if employee is not available then the supervisor may complete), and provide the employee with an Exit Interview form in a closed envelope for the employee's completion and return. 	terminating employment with the County of San Bernardino	complete the Separation Report form. Employee completes Section A and B and manager or supervisor completes Section C and D.	returning to their former classification or terminated while still in probationary status	contact the HRO to request a "Return to Former Class" memo or a "Probationary Termination" memo. The supervisor is to provide the HRO with the last date of employment, and on the indicated date, present the employee with the memo.
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5	Ensure employee has completed all clients charting (if applicable). Sign off all completed charting and notify Program Manager.								
6	Turn in all forms to Payroll by Thursday noon the week of termination.								

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County Of San Bernardino Department of Behavioral Health

Employee Separation Procedure, Continued

Payroll Department Responsibility The department payroll section must complete the following steps:

Step	Action														
1	Review all forms to verify completion. If a form is incomplete, return it to the Manager or Supervisor for completion.														
2	Process employee termination: <ul style="list-style-type: none"> • Complete a Job Action Request (JAR) • Send JAR and Separation Report to EMACS – Human Resources, within the pay period that the separation occurred. • Send original Resignation Notice to the Human Resources 201 file. 														
3	Send a HIPAA Staff Changes Notification List (of all terminated employees for that week) every Thursday, to the following: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Area</th> <th style="text-align: center;">Purpose</th> </tr> </thead> <tbody> <tr> <td>Compliance</td> <td>Deactivate Medicare PIN Numbers (if applicable)</td> </tr> <tr> <td>Facility and Project Management</td> <td>Control access to all DBH facilities</td> </tr> <tr> <td>Fiscal</td> <td>Position tracking</td> </tr> <tr> <td>Information Technology (IT)</td> <td>Terminate access to DBH systems and applications</td> </tr> <tr> <td>Medical Services</td> <td>Control authorization to write 5150's (if applicable)</td> </tr> <tr> <td>Workforce Education & Training</td> <td>Terminate eLearning access</td> </tr> </tbody> </table> <p>Note: If termination is due to an <i>immediate dismissal</i>, then Payroll will notify the above areas by telephone on the <i>same day</i>.</p>	Area	Purpose	Compliance	Deactivate Medicare PIN Numbers (if applicable)	Facility and Project Management	Control access to all DBH facilities	Fiscal	Position tracking	Information Technology (IT)	Terminate access to DBH systems and applications	Medical Services	Control authorization to write 5150's (if applicable)	Workforce Education & Training	Terminate eLearning access
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