

ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION
10-1

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish a uniform policy and procedure for employee separation from active County service.

I. DISCUSSION

Separation from active County service can occur voluntarily by resignation or retirement. Involuntary separation results from death, disciplinary action, or reduction in force pursuant to Personnel Board rules and regulations. Currently each County department through their respective payroll coordinators handles separation from County service. This situation leads to inconsistent results and inadequate recordkeeping. Further, there is no procedure in place to account for return of County property or equipment and final accounting for same.

The intent of this Administrative Order is to create in the Human Resources Department (HR) a central, countywide, processing station to ensure that all employees separating from County service comply with the requirements of this Administrative Order. Further, the HR Director shall be responsible for prescribing the procedure and forms for accomplishing all tasks necessary for the timely and effective implementation of this policy. All County department heads are directed to cooperate with the HR Director to

ensure the successful functioning of the procedures set forth herein and those that are prescribed by the HR Director.

II. POLICY

It shall be the policy of Jefferson County to provide centralized control and authority in the HR Department and responsibility for the administration of separating employees from County service in a comprehensive and uniform manner and to maintain all records necessary to accomplish this goal. The HR Director is designated as the responsible official for carrying out the requirements of this policy and procedure.

III. PROCEDURE

1. All County employees separating from County service whether voluntarily or involuntarily shall be required to comply with this Administrative Order by the effective date of their separation from service.

2. HR shall require that each separating employee complete an exit review on a form prescribed by the HR Director.

3. HR shall receive from the department head the completed exit review form, personnel action form, resignation letter (if applicable), acceptance of resignation letter, and identification badge. The department head must receive all County equipment including cell phones, car keys, identification badges (send id. badge to HR), laptop computers and other equipment from the separating employee, as prescribed in the Employee Separation Procedures, and take the appropriate action to return the equipment to service in the issuing department/division.

4. HR shall take all necessary actions to disable the separating employee's identification badge, computer access, blackberry, cell phone and other devices issued to the employee.

5. HR shall take all necessary actions to coordinate the separating employee's payroll and all other benefits in a timely fashion prior to the effective date of separation.

6. HR shall make available an exit interview survey for exiting employees to voluntarily provide feedback on their employment at Jefferson County Commission and offer ways to possibly make the County a better workplace.

IV. CONSEQUENCES OF VIOLATION OF POLICY

A separating County employee who violates any provision of this Administrative Order may not be eligible for rehire and may not have left in good standing pursuant to Personnel Board Rule 13.9d(2).

A department head who fails to implement the Employee Separation Procedures required of this Administrative Order may be subject to disciplinary action.

V. EFFECTIVE DATE

This Administrative Order shall be effective upon adoption. DONE and ORDERED at the Jefferson County Courthouse, Birmingham, Alabama this the 2 day of November, 2010.

APPROVED BY THE
JEFFERSON COUNTY COMMISSION

DATE: 11-2-10

MINUTE BOOK: 160

PAGE(S): 604-605



BETTY FINE COLLINS, President
Jefferson County Commission

Print Employee's Name

Department

**JEFFERSON COUNTY COMMISSION
EXIT REVIEW FORM**

Please mark an "X" by items returned/addressed and "NA" by items that are not applicable.

- _____ Jefferson County identification badge returned.
- _____ Jefferson County office keys returned.
- _____ Jefferson County car keys returned.
- _____ Mailbox keys returned.
- _____ Desk and file cabinet(s) keys returned.
- _____ Credit card returned.
- _____ Jefferson County cell phone/PDA returned.
- _____ Jefferson County pager returned.
- _____ Jefferson County radio returned.
- _____ Uniform/Apparel with County logo returned.
- _____ Computer access password _____.
- _____ Does employee have VPN access? If yes, is it deactivated?
- _____ Parking Decal/Pass returned.
- _____ Leave status, circle one: **resignation/retirement termination suspension**
- _____ Rehire status, circle one: **eligible for rehire - not eligible for rehire - other (explain)**
- _____ Employee told to consult the Pension Office for retirement questions.
- _____ Employee leaving on retirement-sick leave conversion?
- _____ If employee is resigning, have you received the resignation letter?
*(please scan resignation letter with form and submit as outlined below)
- _____ Other (specify any item returned that's not listed) _____
- _____ **Health insurance** _____, the County's third party **COBRA** administrator will mail a notice and election form to the

employee regarding **COBRA** eligibility for **medical, dental, vision, and flexible spending**) – in order to elect COBRA continuation coverage, you must complete the election form that is mailed to you and send it, along with payment, to the address indicated in the notification letter, no later than the end of the 60-day election period. (election period is generally 60 days from the later of the last day of employment or the date of the written notice to the employee) **(check mark in blank indicates the employee was notified that information would be mailed)**

_____ **Retiree insurance** - based on age and service - premium matrix attached **(check mark in blank indicates the employee was told to get matrix from HR)**

_____ **Basic Life Insurance** – terminates as of last day of employment but policy can be converted. Please see attached **Notice of Conversion**. **(check mark in blank indicates the employee was told to get notice from HR)**

_____ **Voluntary Life Insurance** – terminates as of the last day of employment but policy can be converted. Please see attached **Notice of Conversion**. **(check mark in blank indicates the employee was told to get notice from HR)**

_____ Current address where the County should send my mail:
(Co. Rep. should print employee's address below)

Phone Number _____

_____ HR is interested in knowing why you are leaving and what you believe we can do to make the County a better place to work. Are you interested in receiving a survey via e-mail that allows you to express your opinion? If so, please provide your personal e-mail address: _____

I hereby acknowledge that I agree with the information that has been marked in the above designated blanks.

Employee's Name (Print)

Employee's Signature

Date

Dept. Head (Representative) (Print)

Dept. Head (Representative) Signature

Date

Employee refused to sign Exit Review Form.

*Submit form electronically to hrlistens@jccal.org along with resignation letter (if applicable) immediately after completion. Submit original Exit Review Form, resignation letter (if applicable), personnel action form, identification badge and acceptance of resignation letter to Tiffany Dates or Jennifer Price, HR Room A610 no later than the following business day after execution of Exit Review Form.

Employee Separation Procedures

1. Employee submits resignation letter to supervisor (if separation is due to resignation, if not, start at step 2).
2. Supervisor conducts exit review, completes Exit Review Form, scans and submits the Exit Review Form electronically, along with the resignation letter (if applicable) to hrlistens@jccal.org immediately after execution.
3. Supervisor receives an electronic confirmation from HR that electronic Exit Review Form and resignation letter, if applicable, have been received and deactivation has been requested. If the supervisor or his /her designee does not receive confirmation within 30 minutes of electronic submission, the supervisor must call HR and request immediate processing.
4. HR receives electronic information and e-mails General Services, Gerald Dooley to deactivate access card, Malcolm Farr to deactivate voicemail, and IT - David McDonald, to deactivate e-mail access
5. Supervisor submits the original Exit Review Form, resignation letter, employee badge and personnel action form not later than, the next business day after resignation/separation, to Tiffany Dates or Jennifer Price - Human Resources A610.
6. HR enters data in personnel system to terminate employment and benefits. (dept. completes personnel action form and submits as outlined above)
7. The department head sends a letter accepting the resignation to the separated employee's home address and sends a copy to HR.
8. HR puts resignation letter, acceptance of resignation letter, exit review form, and personnel action form in the employee's personnel file. HR shreds identification badge.
9. If employee indicates on the Exit Review Form agreement to complete survey, HR will send survey to employee via the e-mail address provided by the exiting employee on the Exit Review Form.
10. HR will receive the completed survey and submit analysis on HR's monthly report.

In the event separation does not permit an opportunity for the supervisor to complete step 2, the supervisor must complete the first two lines of the Exit Review Form (employee's name and department) and briefly describe, on the form, circumstances that prevented the exit review from occurring (ex. employee never returned to work or, employee walked off the job). The supervisor should scan the Exit Review Form with comments, and proceed with

the remainder of step 2 (scanning and electronic submittal) and step 3.

-ProceduresEmpleaving...

**JEFFERSON COUNTY COMMISSION
EXIT INTERVIEW SURVEY**

1. Why have you decided to leave the Jefferson County Commission?
 - a. retirement
 - b. to go to school
 - c. another job
 - d. laid-off
 - e. temporary employment ended
 - f. tired of working
 - e. discharged/terminated

2. Was a single event responsible for your decision to leave?
 - a. no
 - b. yes - If yes, please explain. _____

3. What does your new company offer that encouraged you to accept their offer and leave Jefferson County Commission?

4. The quality of supervision is important to most people at work. What could your supervisor do to improve his or her management style and skill?

5. What did you like most about your job?

6. What did you dislike about your job?

7. What are the key qualities and skills we should seek in your replacement?

8. Did you receive adequate feedback about your performance day to day or during your performance evaluation? Please explain. _____

9. Do you have any knowledge of any fraud or unethical behavior at the County? If so, please explain. _____

10. Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing? _____

11. What would make you consider working for Jefferson County Commission again in the future? Would you recommend the Jefferson County Commission as a good place to work to your family and friends?

12. Can you offer any other comments that will enable us to understand why you are leaving, how we can improve, and what we can do to become a better workplace? _____

Thank you for taking the time to complete this survey. Your opinion is important to us.

JEFFERSON COUNTY COMMISSION
Resignation Letter

An employee who is voluntarily resigning should submit a resignation letter. If the employee requests assistance, please inform the employee that there are three things that are needed in the resignation letter:

- 1. a statement informing the employer that s/he is resigning**
- 2. the effective date of the resignation (last day of employment)**
- 3. signature on the letter.**

The resignation letter can be as simple as:

I, Employee Jones, hereby tender my resignation from the Jefferson County Commission Human Resources Department effective June 23, 2010.

Employee's Signature

Resignation Acceptance Letter Sample

Sample of employee providing notice (last day is in the future)

June 10, 2010

Mr. Employee Jones
425 County Road
Birmingham, AL 35206

Dear Mr. Jones:

This letter is to acknowledge receipt of your letter of resignation from the Jefferson County Commission Human Resources Department, dated June 10, 2010, which indicates an effective resignation date of June 23, 2010. I accept your resignation and wish you the very best in the future.

Sincerely,

Jane County, Director
Human Resources Department

cc: Human Resources Department

Sample if resignation notice is given on the employee's last day.

Dear,

This letter is to acknowledge receipt of your letter of resignation dated June 10, 2010 from the Jefferson County Commission Human Resources Department. I accept your resignation and wish you the very best in the future.

Sincerely,

Jane County, Director
Human Resources Department

cc: Human Resources Department