
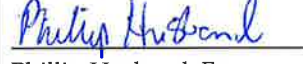


District of Columbia Department of Health <h2 style="text-align: center;">Employee Separations</h2>		PROCEDURE 520.000 Implementing Office: Office of the Director/Office of Human Resources Training Required: No Originally Issued: JAN 17 2007 Revised/Reviewed:
Approved by:  LaQuandra S. Nesbitt MD, MPH Agency Director	Review by Legal Counsel:  Phillip Husband, Esq. General Counsel	Effective Date: JAN 17 2017 Valid Through Date: JAN 17 2020

I. Authority	Reorganization Plan No. 4 of 1996, Mayor's Order 1997-42
II. Reason for the Policy	<p>This policy establishes the procedures for processing an employee separation from the District of Columbia (DC) Department of Health (DOH).</p> <p>Clear procedures for employee separations are required to ensure continuity of all work functions, proper accounting of all DOH property issued to employees, and an orderly transition from the separating employee to his/her successor in the position.</p> <p>Documentation of the DOH separation process allows for the timely return of District-owned property, and the prompt payment of all monies owed to the separating employee.</p>
III. Applicability	This policy applies to all employees of DOH.
IV. Policy Statement	<p>In cases of resignation, written letters of resignation are required to provide notice, document the last work day, and enable the separating employee's work unit to plan for the pending vacancy. A documented last day of work also prevents separating employees from premature removal from the active payroll.</p> <p>A separating employee is responsible for the prompt return of all assigned District property. When District property is not returned within 48 hours of separation, or two business days, the employee's immediate supervisor shall notify the DOH Office of Human Resources (DOH HR), which may submit the employee's name to the Office of the Chief Financial Officer (OCFO) for referral to the Central Collections Unit (CCU).</p>

	<p>Removals shall be carried out pursuant to the DPM.</p> <p>In both resignations and removals, the separating employee’s immediate supervisor is responsible, in advance of the employee’s last work day, for compiling a list of all IT applications, and databases accessible to the separating employee. The supervisor and the Human Resources Officer shall coordinate with DOH IT, or any appropriate third party, to deactivate the employee’s access immediately in a removal, and within 24 hours of the date of separation for a resignation. The employee’s emails are to be archived. The employee’s supervisor may request that incoming emails be forwarded to another employee to ensure DOH remains responsive.</p> <p>Resigning employees who elect to apply for any authorized, budgeted retirement incentives shall submit their request in writing a minimum of four weeks in advance of their last day of work to allow adequate time to process an approved payment.</p>
<p>V. Definitions & Acronyms</p>	<p>CITO: Chief Information Technology Officer</p> <p>DCHR: District of Columbia Department of Human Resources</p> <p>DPM: District Personnel Manual</p> <p>Final Leave Payout: The payment to the separating employee of annual leave and/or compensatory time earned by the employee, in accordance with the DPM.</p> <p>MLS: Management Liaison Specialist</p> <p>OCFO: Office of the Chief Financial Officer</p> <p>OPRS: Office of Payroll & Retirement Services</p> <p>Removal: The involuntary separation of an employee from District government service.</p> <p>Resignation: A formal act of voluntarily separating from employment at the DOH. The action to separate from service is initiated solely by the employee. The separating employee is permitted to set the separation date.</p>

VI. Procedures

Procedure A: Voluntary Separation (Resignation)

1. The employee shall notify his/her immediate supervisor of the intention to resign from DOH. The notice must be in writing, identify the final day of work, and be signed by the employee. An email sent from the employee's official DC government email address may also satisfy this requirement.
2. The resignation letter shall be submitted a minimum of two weeks in advance of the last working day.
3. The supervisor shall acknowledge receipt of the resignation letter, inform his/her superior, and forward the letter to the DOH HR.
4. The supervisor shall provide the employee with the Employee Exit Checklist to complete prior to leaving DOH.
5. As early as practicable following receipt of the resignation letter, the supervisor shall meet with the employee to plan the transition of pending work. The supervisor is responsible for ensuring continuity of the employee's assigned tasks, and preventing any disruption of services within the office's scope.
6. The MLS assigned to the employee's administration shall schedule an exit interview to occur on, or before, the employee's last day.
7. During the exit interview the MLS shall, at a minimum:
 - a. Confirm the employee's postal and email addresses to forward communication (e.g. tax forms, benefits checks, notification letters);
 - b. Review any outstanding Tuition Assistance Program (TAP) agreements;
 - c. Provide the employee's training transcript upon request;
 - d. Provide the employee with information on the continuation of benefits after separation and direct the separating employee to specific personnel within DCHR for benefits questions that cannot be answered during the interview.

- e. Obtain from the employee all assigned District property. This includes, at a minimum: all assigned IT devices (e.g. cellular phone, cellular phone accessories, laptop computer, tablet computer) and the appropriate passwords; all means of access to any DOH facilities including office keys, desk keys, key fobs, and parking permit placards; any keys to DOH-owned or leased vehicles; the employee's ID badge; any other badge, uniform, or identification pass connoting DOH employment, or any authority, privilege, or facility access entrusted to the individual in his/her role as a DOH employee; and the employee's District government credit card (if applicable).
8. The employee is responsible for cleaning his/her assigned work station and removing all personal items.
9. The employee's supervisor shall notify the DOH Office of the Chief Information Technology Officer (DOH IT) in writing confirming the employee's last day, as well as a full listing of all of the resigning employee's accounts in DOH IT applications and databases (e.g. procurement system, finance system, electronic health records).
10. The MLS shall ensure all property reclaimed from a resigning employee is returned to the correct DOH office (Facilities, IT). A District government credit card shall be returned to the DOH Agency Program Coordinator (APC). The APC is the employee tasked with overseeing DOH-issued credit cards.
11. DOH IT shall acknowledge the above written notice (see Step 10) and respond with guidance on the proper resolution of all accounts in the supervisor's listing. DOH IT is responsible for the deactivation of all accounts under its direct control (see below). For all other systems, DOH IT shall offer the necessary technical assistance to facilitate the deactivation of accounts.
12. Within 24 hours of employee separation, DOH IT shall deactivate the employee's login credentials, reset the employee's email password, and archive the employee's emails.

13. Within 24 hours of separation, DOH IT shall contact the necessary third parties to facilitate the deactivation of any system accounts not captured above.
14. Within 24 hours of separation, the MLS shall send written confirmation of separation to the DOH Facilities Manager. Upon receipt, the DOH Facilities Manager, or his/her designee, shall update the DOH Space Plan, reset the employee's key fob, and prepare the employee's work station for reassignment.
15. The DOH Human Resources Officer shall provide the Office of the Chief Financial Officer (OCFO) with an estimate of the separating employee's leave payout obligation.
16. The DOH HR Payroll Management Liaison Specialist will check the employee's record for any compensatory time earned. If authorized, according to the DPM, he/she will forward a memo to OPRS to authorize payment of the credited time.
17. Once the separation action is processed in PeopleSoft by DCHR, the Management Liaison Specialist will print a copy of the separation Form 50 document and place it in the DOH HR employee file. The file will be moved to the "Inactive files" drawer in the HR vault.

Procedure B: Involuntary Separation (Single Employee)

1. This procedure is only applicable when conditions for removal are met vis-à-vis the DPM.
2. A removal shall be scheduled between the employee's immediate supervisor and DOH HR.
3. The CITO shall be a party to the scheduling of the removal to ensure a member of DOH IT is on standby at the time of removal. To ensure employee confidentiality, the CITO shall not be told the identity of the employee to be separated. This step is in place solely to ensure IT staff

availability to carry out the below IT functions at the time of separation.

4. In advance of the removal date, the immediate supervisor shall prepare a full listing of all of the separating employee's accounts in DOH IT applications and databases (e.g. procurement system, finance system, electronic health records).
5. The DOH Human Resources Officer may, at his/her discretion, arrange for a uniformed security guard to be present during the separation.
6. At the agreed-upon date and time, the DOH Human Resources Officer shall request the employee report to the Human Resources suite.
7. The DOH Human Resources Officer shall inform the CITO, or designee, of the login credential and email account to be deactivated. The immediate supervisor shall transmit the prepared list of electronic accounts (see Step 4) to the CITO, or designee within DOH IT.
8. The employee shall be issued separation documentation. The DOH Human Resources Officer shall answer all employee questions related to severance, continuation of benefits, paid leave payout, and any other relevant matters. Where the DOH Human Resources Officer cannot answer questions, he/she will provide the employee a referral to a specific DCHR employee. Concurrently, the CITO, or designee, shall deactivate the employee's login credentials, reset the employee's email password, and archive the employee's emails. Email forwarding may be activated at this time if agreed to in advance.
9. The DOH Human Resources Officer shall escort the employee back to his/her assigned work station to collect personal belongings.
10. The DOH Human Resources Officer shall reclaim all DOH property from the employee (see Procedure A, Step 7f).

	<p>11. The DOH Human Resources Officer shall escort the employee from the building.</p> <p>12. DOH IT shall contact the necessary third parties to facilitate the deactivation of any system accounts not captured above.</p> <p>13. Follow Procedure A, Steps 14-17.</p> <p>Procedure C: Involuntary Separation (Multiple Employees)</p> <ol style="list-style-type: none"> 1. In the event of an approved Reduction in Force (RIF), DOH Human Resources will make arrangements with the affected DOH Administration to facilitate the separation of multiple employees. The processing of individual employees over the course of one day, or multiple days as needed will be arranged in advance. 2. Follow Procedure B, Steps 2 through 13 for all separated employees. 3. An inventory of all surrendered badges and other DOH property will be completed at the end of the exit process and reconciled with the affected Administration and Office of the Director Facilities and IT staff.
<p>VII. Contacts</p>	<p>DC Department of Human Resources Benefits and Retirement Office 441 4th Street, N.W., Room 340 South Washington, D.C. 20001 Phone No. 202-442-7627</p> <p>DOH Human Resources Office 899 N. Capitol Street 5th floor Washington, D.C. 20001 Phone No. 202-442-5955</p> <p>DOH Information Technology Office 899 N. Capitol Street 5th floor Washington, D.C. 20001 Phone No. 202-442-4805</p> <p>DOH Facilities Management Office</p>

	899 N. Capitol Street 5 th floor Washington, D.C. 20001 Phone No. 202-442-9205
VII. Related Documents, Forms and Tools	Employee Exit Checklist Retirement Award Application Temporary Continuation of Coverage Notification for Separating Employees.