



# REGIONAL PARK AND OPEN SPACE DISTRICT

## Policy and Procedure Manual



Policy 4.4

Resignation/End of Employment

### I. POLICY

It shall be the policy of the District to obtain written resignation and retirement notices, and to provide written termination letters for employees released during probation, layoffs, or for other purposes. An exit interview will be offered to all employees ending employment with the District, in compliance with Board of Supervisors policy C-22, Exit Interviews and applicable County Human Resources policies and procedures.

### II. PURPOSE

To provide a consistent termination and end of employment process for resignations, retirements and employee releases.

### III. PROCEDURE

Employees who leave the District, regardless of the reason, are encouraged to participate in an exit interview. The employee or the supervisor may arrange an exit interview appointment with the direct supervisor, manager, department head or designated representative. This interview allows the employee to communicate their views on their work with the District and the job requirements, operations, and training needs.

#### A. Employee's Responsibilities:

1. If the end of employment is due to resignation or retirement, the employee will provide a written notice to their supervisor. A two-week notice or longer is preferred.

a. It is the employee's responsibility to contact County HR Retirement Unit and CalPERS to coordinate their retirement benefits.

(1) County Retirement Benefits: (951) 955-4981, option 2

(2) CalPERS at (888) 225-7377.



# REGIONAL PARK AND OPEN SPACE DISTRICT

## Policy and Procedure Manual



Policy 4.4

Resignation/End of Employment

2. All employees will complete an exit interview form. The exit interview form is to be returned to the supervisor or to District HR.
3. All County/District property in the employee's possession is to be returned by the last day of employment. If that is not possible, it is employee's responsibility to make arrangements with the direct supervisor or District HR to turn in District property in a timely manner. Items that may have been issued include, but are not limited to:
  - a. County ID Badge
  - b. Keys
  - c. Uniforms
  - d. Electronic Devices
  - e. P-Card
  - f. Metal Badge
4. Final paychecks will typically be received on the next regular payday following date of separation.

**B. Supervisor's Responsibilities:**

1. For resignations or retirements, the supervisor will sign on the written notice that they have accepted the resignation or retirement, and forward the written notice to District HR.
2. For probationary or other releases, the supervisor will contact District HR for a release letter. Once the letter is received, it will be given to the supervisor to hand deliver. In rare circumstances, the letter can be mailed certified by District HR.
3. In all cases, the supervisor will provide the employee with an exit interview and inform the employee that they may return the exit interview form to their supervisor or to District HR.



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Policy 4.4

Resignation/End of Employment

4. Collect all “issued items” from employee on the last day of employment and return items to District HR.
  5. Request cell phone service, email service and any online software access to be cancelled.
- C. District HR Responsibilities:
1. Process termination paperwork and send to County HR. (Employee Transaction Form (ETF), CalPERS Member Action Request (AESD1), and copy of written termination document.) NOTE: If employee is transferring to a different County department, termination paperwork is not processed. Only send AESD-1 and Exit interview to County HR.
  2. Send copy of ETF to Finance.
  3. Copy of ETF to Termination Log.
  4. Transition employee information from Access to Excel log.
  5. Cancel any training classes.
  6. Delete from Fuel Authorizations list.
  7. Delete from DMV Reports (if applicable).
  8. Stamp Form 30 Drivers Authorization Form and send to Safety Office.
  9. Send *No Longer Interested* form to Department of Justice to remove from live scan monitoring.
  10. Exit Interviews:
    - a. If the exit interview is not received, District HR will send a second copy via email. No additional monitoring will be done.
    - b. When the exit interview is received, forward it to the appropriate Bureau Chief for review.



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Policy 4.4

Resignation/End of Employment

- c. Send exit interview to Chief – Business Operations for final sign-off.
  - d. Make a copy of the exit interview for the employee file.
  - e. Send the original exit interview to County HR.
11. If a release letter is requested by the supervisor, District HR will contact County HR for the letter. The letter will be given to the supervisor to issue to the employee. In rare cases, the letter can be mailed via certified mail.

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