

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.

-ProceduresEmploying...

**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