

Subject: EMPLOYEE SEPARATION PROCESS

Date: August 26, 2020

Pages: 1 of 1

Replaces Policy Dated: March 28, 2018

PURPOSE: To establish the means by which Pinal County may account for property issued to employees; obtain an authorization for the release of employment records and elicit feedback from departing employees.

SCOPE: This policy applies to all Pinal County employees.

STATEMENT OF POLICY: It is the policy of Pinal County to maintain control over issued property and hold employees accountable for the return of all property issued to them during the course of their employment, not to provide information on former employees without an executed "Authorization for the Release of Information" form and to elicit feedback from departing employees.

PROCEDURE: Employees voluntarily separating from Pinal County should submit a written resignation and return it to their immediate supervisor. The County requires two weeks' notice of separation. The immediate supervisor, upon receipt of the written Registration, should prepare a Status Change Form removing the employee from employment and route the form through their department head or Elected Official to Human Resources. Upon notification of an employee's separation, the department head or Elected Official may contact the departing employee and schedule an exit interview.

FINAL PAYCHECK

An employee voluntarily separating employment from the County will receive his/her final paycheck at the next scheduled pay period, or within 7 days if involuntarily separated. Any monies/debts owed to the County may be deducted from the employee's final paycheck.

<i>Review Date</i>	<i>Brief Description of Revision, if applicable</i>	<i>Board of Supervisor Approval Date/Revision Date</i>
July 2020	<ul style="list-style-type: none"> - Section Final Pay Check – Final paycheck timeframe for involuntary separation. - Section Final Pay Check – Verbiage added for reimbursement for debt or monies owed by employee. 	August 26, 2020