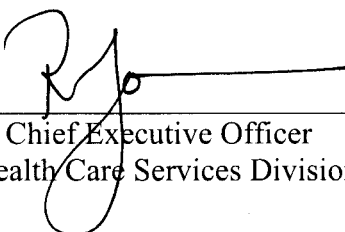


**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

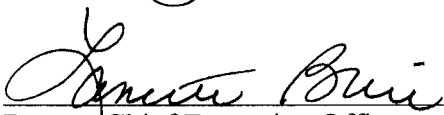
POLICY NUMBER: 4546-10
CATEGORY: Human Resources
CONTENT: Separation of Employees - Classified/Unclassified
EFFECTIVE DATE: December 23, 2004
REVISED DATE: March 14, 2005
REVISED DATE: May 29, 2007
REVIEWED/REVISED DATE: November 20, 2007
REVIEWED: August 22, 2008
REVIEWED: October 20, 2009
REVIEWED: October 18, 2010

INQUIRIES TO: Human Resources Administration
LSU Health Care Services Division
Post Office Box 91308
Baton Rouge, Louisiana 70821-1308
Telephone: 225-922-2277 Facsimile: 225-922-2285




Interim Chief Executive Officer
LSU Health Care Services Division

10.21.10
Date



Deputy Chief Executive Officer
LSU Health Care Services Division

10/21/10
Date



Director of Human Resources
LSU Health Care Services Division

10/21/10
Date

LSU HEALTH CARE SERVICES DIVISION

SEPARATION OF EMPLOYEES POLICY

I. Statement of Policy

It is the policy of the LSU Health Care Services Division (HCS D) to develop and implement a consistent procedure to be followed when an employee separates from HCS D employment, voluntarily or involuntarily. This policy will define pertinent topics to be included into the employee separation process for review and discussion.

Note: The procedures outlined within this policy must also be adhered to when an employee is transferring from HCS D to another state agency, to another business unit within HCS D, and/or when an employee changes status, i.e. moving from a classified position to an unclassified position.

These procedures will apply to classified, unclassified and any non-HCS D employee who is based on-site at Headquarters or one of the medical centers.

II. Applicability

This policy applies to the Headquarters Office and the HCS D Medical Centers. The Headquarters Office and each Medical Center will implement internal procedures to comply with this policy.

III. Implementation

This policy and subsequent revisions to this policy shall become effective upon approval of the CEO of HCS D.

IV. Definitions

For the purpose of this policy, the following definitions shall apply:

A. Separation

1. Voluntary departure from HCS D employment. Voluntary separation is initiated by the employee via resignation.
2. Involuntary departure from HCS D employment. Involuntary separation is initiated by the HCS D via disciplinary action or other administrative action.
3. Transferring from HCS D to another state agency
4. Transferring from one Business Unit to another Business Unit within the HCS D
5. When an employee changes status, i.e. moving from a classified position to an unclassified position.

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Policy 4546-10 2

- B. Personnel Deemed to Hold “Critical” Positions within HCSD
 - 1. HCSD classified and unclassified employees at the Executive Staff level or Department Director level
 - 2. Other identified persons that maintain a critical role within the HCSD and/or Medical Center. Designation of an individual as “deemed to hold a critical position within HCSD and/or the Medical Center” shall be made by the CEO, Hospital Administrator or their designee for compliance with this policy.
 - 3. Non HCSD employees who are based on-site at Headquarters or a Medical Center

V. General Provisions

- A. It is the responsibility of the employee separating from HCSD to voluntarily notify their department director or designee in writing of their intent to separate from employment. The effective date of departure must be included within the written notification. Employees are expected to give at least a two (2) week notice. Employees occupying “critical” positions as defined in this policy are expected to give at least a thirty (30) day notice. Once a written notice of voluntary separation is submitted, reversal of the separation notice can only be rescinded by the CEO, Hospital Administrator or designee.
- B. Involuntary separation of employees must adhere to separation procedures.
- C. It is the responsibility of the department director or designee to schedule an exit interview for employees separating from HCSD. Exit interviews must be scheduled with appropriate staff within the Human Resources Department. All separating employees of the HCSD and non HCSD employees on-site at Headquarters or one of the Medical Centers, both voluntary and involuntary, must attend an exit interview prior to their last day on duty.
- D. The exit interview shall be conducted in a private environment. The separating employee must bring their official ID badge. (A temporary ID badge set to expire on the employee’s last day on duty may be issued to the separating employee.)
- E. A checklist for Separating Employees form (See Attachment 1) must be completed by the appropriate department director or designee for all employees voluntarily or involuntarily separating. The completed Checklist for Separating Employees form (See Attachment 1) shall be maintained in the separating employee’s departmental file and/or in the employee’s official file located in the Human Resources Department, as designated by each Business Unit’s internal procedures.

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PLEASE NOTE: Section I of the Checklist for Separating Employees form (See Attachment 1) must be completed for every employee voluntarily or involuntarily separating. Section II of the Checklist for Separating Employees form (See Attachment 1) must be completed when the separating employee is occupying a “critical” position as defined in this policy.

VI. The Exit Interview

During the exit interview, appropriate staff shall:

- A. Advise the separating employee on the following matters, where applicable:
 1. Deferred compensation
 2. Health insurance
 3. Applicable retirement system (LASERS/TRSL)
 4. Annual, sick and/or compensatory leave balances
 5. Information regarding the receipt of their final paycheck (will be picked up/mailed/etc.)
 6. Completion of a Resignation and Exit Interview Report (Civil Service Form SF-14)

- B. Request that the separating employee complete a Separation and/or Exit Questionnaire, if applicable. Data obtained from the questionnaire shall be confidential and shall not be included in the employee’s personnel file. The information will be used to improve the work environment in HCSD and be used to improve the provision of quality patient care.

VII. Responsibilities of the Department Director

When a department director or designee receives notification from an employee regarding voluntary separation or initiates an involuntary separation of an employee, the department director or designee is responsible for completing the following tasks:

- A. Setting up an Exit Interview for the separating employee
- B. Notifying appropriate Information Technology staff to terminate or modify computer network access.
- C. Completing the employees final Performance, Planning and Review (PPR)
- D. Collecting all applicable property from the separating employee such as but not limited to, uniforms, pagers, cellular telephones, walkie talkie devices, credit cards, computers, PDA’s, keys, tools, access cards, access codes and equipment. Receipt of property must be documented on the Checklist for Separating Employees form (See Attachment 1) and maintained within the employee’s departmental file and/or in the employee’s official file located in the Human Resources Department, as designated by each Business Unit’s internal procedures.

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Policy 4546-10 4

- E. If separating employee is designated as contract monitor on any existing valid HCSD contract or grant monitor or any existing grant awarded to HCSD, a new contract monitor or grant monitor must be named and appropriate entities notified within 30 days of separation.

VIII. Responsibility of the Separating Employee

Separating employees are responsible for completing the following tasks:

- A. Attending the exit interview
- B. Completing the Separation and/or Exit Questionnaire honestly, if applicable.
- C. Returning any HCSD property loaned to them during their employment
- D. Maintaining all data, programs, reports, spreadsheets, procedures currently housed on their assigned computer. Employee SHALL NOT delete work related material from their assigned computer prior to separation.

IX. SEPARATION OF STAFF IDENTIFIED TO OCCUPY "CRITICAL" POSITIONS WITHIN HCSD:

When staff occupying "critical" positions within HCSD separate employment, additional steps must be taken expeditiously to ensure that signature authority and other authorities are terminated as soon as the separation is enacted. In addition to the other procedures included within this policy, the following additional steps must also be completed by the separating employee's next level of supervision:

- A. Notification of appropriate staff and other applicable state agencies and non-state entities via some public forum such as e-mail, a memorandum or face to face meeting
- B. Removal of access to secure areas and locations including, but not limited to, safes, controlled medication areas, medical records, computer databases, etc.
- C. Audits of petty cash accounts, imprest trust funds, endowment travel, etc. shall be initiated on the first business day following the separation
- D. Notification of appropriate staff regarding the relinquishment of signature authority of the separating employee.
- E. If the separating employee is the CEO, Deputy CEO, Hospital Administrator, or Assistant Hospital Administrator, designation as the appointing authority must be completed by HCSD Administration.
- F. If the separating employee is the CEO, Hospital Administrator or Medical Director, a memorandum shall be prepared by the new or interim CEO, Hospital Administrator or Medical Director and circulated stating that all policies and procedures in place shall remain authorized and implemented
- G. A revised/updated organization chart shall be developed.
- H. A joint physical inventory shall be completed.
- I. (same as VII. E)

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Policy 4546-10 5

X. Exceptions

Any exceptions to this policy must be approved by the CEO of the HCSD. Requests for exception shall be submitted to HCSD Human Resources Administration for review and forwarding to the CEO.

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Checklist for Separating Employees

The following tasks must be completed by the appropriate department director for all employees voluntarily and involuntarily separating from the HCSD as well as any non HCSD employee on-site at Headquarters or one of the Medical Centers. The date each task was completed and by whom the task was completed must be recorded on this form. Completed Checklist for Separating Employees must be maintained within the separating employee's departmental file and/or in the employee's official file located in the Human Resources Department, as designated by each Business Unit's internal procedures.

Section I

Check when Complete	Task	Date Completed	Completed by Whom
<input type="checkbox"/>	Exit Interview scheduled. Date scheduled: _____		
<input type="checkbox"/>	Exit Interview attended. Please record the date attended: _____		
<input type="checkbox"/>			
<input type="checkbox"/>	Notified appropriate Information Technology staff to terminate or modify computer network access		
<input type="checkbox"/>	Final PPR document completed and forwarded to Human Resources		
<input type="checkbox"/>	Property collected. Please document what property was collected and the date of collection. <input type="checkbox"/> uniforms <input type="checkbox"/> beeper <input type="checkbox"/> cellular telephone <input type="checkbox"/> walkie talkie device <input type="checkbox"/> credit card(s) <input type="checkbox"/> computer <input type="checkbox"/> PDA <input type="checkbox"/> signature stamp <input type="checkbox"/> checks, vouchers, passes <input type="checkbox"/> car key(s) <input type="checkbox"/> key(s) to department/area <input type="checkbox"/> master key(s) <input type="checkbox"/> Grand master key(s) <input type="checkbox"/> tools <input type="checkbox"/> access card <input type="checkbox"/> access code <input type="checkbox"/> equipment		

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Check when Completed	Task	Date Completed	Completed by Whom												
	<input type="checkbox"/> other _____ _____ _____ _____ _____ _____														
<input type="checkbox"/>	<p>Access to secure locations and areas rescinded. Please record date this occurred and areas where access was removed:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center; width: 50%;">Area</th> <th style="text-align: center; width: 50%;">Date</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Area	Date	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
Area	Date														
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<input type="checkbox"/>	<p>Other</p> _____ _____ _____ _____ _____ _____ _____														

Section II

Check when Completed	Task	Date Completed	Completed by Whom												
<input type="checkbox"/>	Applicable staff notified of separation and the effective date. Please note method of notification: <input type="checkbox"/> email <input type="checkbox"/> memorandum <input type="checkbox"/> face to face meeting <input type="checkbox"/> other _____														
<input type="checkbox"/>	If the separating employee is the CEO or the Hospital Administrator, the Department of Health and Hospitals' Office of Health Standards must be notified in writing of the separation. Information regarding a new or interim CEO or Hospital Administrator shall also be provided in writing when known.														
<input type="checkbox"/>	If the separating employee is the CEO or the Hospital Administrator, designation as the Appointing Authority has been completed by HCSD Administration?														
<input type="checkbox"/>	If the separating employee is the CEO, the Hospital Administrator or the Medical Director, a memorandum shall be completed by the new or interim CEO, Hospital Administrator or Medical Director stating that all policies and procedures in place shall remain authorized and implemented.														
<input type="checkbox"/>	Audit initiated on the first business day following the employee's separation on accounts such as petty cash, imprest accounts, trust funds, endowment, travel, etc. as appropriate. Please record the type of account, the date the audit was initiated and the date audit was completed. <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;">Account</th> <th style="text-align: left; width: 33%;">Date Audit Initiated</th> <th style="text-align: left; width: 33%;">Date Audit was Completed</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Account	Date Audit Initiated	Date Audit was Completed	_____	_____	_____	_____	_____	_____	_____	_____	_____		
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Check when Completed	Task	Date Completed	Completed by Whom															
<input type="checkbox"/>	<p>Notification of removal of signature authority. Please record the departments notified, the person within the department notified and the date of notification.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Department Notified</th> <th style="text-align: left;">Person within Department Notified</th> <th style="text-align: left;">Date of Notification</th> </tr> </thead> <tbody> <tr> <td>Finance</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Materials Management</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Purchasing</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Department Notified	Person within Department Notified	Date of Notification	Finance	_____	_____	Materials Management	_____	_____	Purchasing	_____	_____					
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<input type="checkbox"/>	<p>If the separating employee is the Chief Financial Officer (CFO), signature authority must be terminated at all banks and financial institutions. A new signature card must be completed when a new or interim CFO is known.</p>																	
<input type="checkbox"/>	<p>A revised organizational chart has been developed.</p>																	
<input type="checkbox"/>	<p>A joint physical inventory has been completed</p>																	

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