

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


POLICY NUMBER: 4546-19

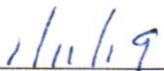
CATEGORY: Human Resources


CONTENT: Separation of Employees - Classified/Unclassified


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Deputy Chief Executive Officer
LSU Health Care Services Division


Date


Director of Human Resources
LSU Health Care Services Division


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 (HCSD) to develop and implement a consistent procedure to be followed when an employee separates from HCSD employment, voluntarily or involuntarily. This policy will define relevant 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 HCSD to another state agency, or to another business unit within HCSD.

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

II. Applicability

This policy shall be applicable to HCSD Administrative Office (HCSDA) and Lallie Kemp Regional Medical Center (LAKMC). LAKMC may issue internal policy and/or procedure as applicable or required.

III. Implementation

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

IV. Definitions

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

A. Separation

1. Voluntary departure from HCSD employment. The employee initiates voluntary separation.
2. Involuntary departure from HCSD employment. Involuntary separation is initiated by the HCSD such as a disciplinary action or other administrative action.
3. Transferring from HCSD to another state agency
4. Transferring from HCSD Headquarters to Lallie Kemp Hospital.

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 Lallie Kemp Hospital. The Deputy CEO, Hospital Administrator, or their designee shall make designation of an individual occupying a critical position within HCSD and/or Lallie Kemp Hospital.
3. Non-HCSD employees, based on site at Headquarters or Lallie Kemp Hospital may fall under the “critical position” definition.

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, the separation notice can only be rescinded by the Deputy 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. All separating employees of the HCSD and non-HCSD employees on-site at Headquarters or Lallie Kemp Hospital, both voluntary and involuntary, should attend an exit interview prior to their last day on duty.
- D. The exit interview should be conducted in a private environment, if possible. The separating employee should 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 form for Separating Employees (See Attachment 1) must be completed by the appropriate department director or designee for all employees voluntarily or involuntarily separating. The completed check list form shall be maintained in the employee’s official file located in the Human Resources Department.

PLEASE NOTE: Section I of the form (See Attachment 1) must be completed for every employee voluntarily or involuntarily separating. Section II of the form 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 should advise the separating employee on the following matters, where applicable:

- A. Health Insurance
- B. Applicable Retirement System/Contributions – LASERS/TRSL/ORP
- C. Annual, sick, and/or compensatory leave balances
- D. Information regarding the receipt of final paycheck
- E. Issuance of W-2 form
- F. Any future address changes
- G. Any miscellaneous deductions from paycheck

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. 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 should be documented on the checklist form and maintained the employee's official file located in the Human Resources Department.
- D. 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. Returning any HCSD property loaned to them during their employment.
- C. 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 through 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 unless notified otherwise.
- G. A revised/updated organization chart should be developed.
- H. A joint physical inventory should be completed.

X. Exceptions

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

Checklist for Separating Employees

The following tasks should 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 Lallie Kemp Medical Center. The date each task was completed and by whom the task was completed should be recorded on this form. Completed Checklist for Separating Employees must be maintained within the separating employee's official file located in the Human Resources Department.

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"/>	Notified appropriate Information Technology staff to terminate or modify computer network access		
<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		

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	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
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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, Deputy 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, Deputy CEO, or Hospital Administrator shall also be provided in writing when known.														
<input type="checkbox"/>	If the separating employee is the CEO, Deputy CEO, or the Hospital Administrator, designation as the Appointing Authority has been completed by HCSA Administration?														
<input type="checkbox"/>	If the separating employee is the CEO, Deputy CEO, the Hospital Administrator or the Medical Director, a memorandum shall be completed by the new or interim CEO, Deputy 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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<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>																	

Check when Completed	Task	Date Completed	Completed by Whom
<input type="checkbox"/>	Other _____ _____ _____ _____ _____ _____ _____		