

County of Cumberland Board of Chosen Freeholders	Policy Number: 3.13	Pages: 1
Chapter: Personnel Actions		Effective Date: 2.9.2026
Subject: Separation/Suspension of Employment		

I. POLICY:

It is the policy of Cumberland County Government that whenever an employee of Cumberland County separates from employment, is suspended from employment, or is placed on a leave of absence (in excess of 6 days) from employment, Department Heads must perform the appropriate protocols to protect the County's interests from being damaged or destroyed by any employee who may wish to harm the County.

II. DEFINITIONS:

A. None

II. PROCEDURE:

A. In each and every instance of employee separation, suspension, or leave of absence from County employment, the Department Head or their designee must immediately (that day) complete the Separation/Suspension/Leave of Absence Checklist and scan/email, and or fax the Checklist to the appropriate individuals and departments listed on the form.

1. Whenever any department is made aware that an employee may be or is separating from County employment for any reason, the Department Head, Director of Information Technology, Payroll Director, and Director of Personnel must be immediately informed.
2. These departments must discuss whether computer access, building access, phone/voicemail etc. must be immediately discontinued.
3. The Payroll Department will determine whether accrued amounts have been overused and determine any amounts to be repaid.
4. If the separation is a retirement, a recommendation will be made to meet with the Payroll Department.
5. Department Heads should also recommend a meeting with the Benefits Manager if appropriate for the separation.
6. Consideration must be given to the reason for separation to determine whether hostility could be present at any of the separation meetings. If so, appropriate action must be taken.

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Cumberland County Department Head Separation/Suspension/Transfer of Employment Checklist

7. Separation/Suspension/Transfer of Employment Checklist

This form is to be used whenever an employee of Cumberland County separates from employment, is suspended from employment, or is placed on a leave of absence.

Employee Name: _____ **Employee Department:** _____

Effective Date of Separation: _____ **Last Day Worked:** _____

Type:

☐ Discharge	☐ Resignation	☐ Transfer
☐ Retirement	☐ Leave of Absence	
☐ Suspension	☐ Administrative Leave	

Date of Notice if Resignation/Retirement: _____

Please do the next 2 items immediately upon notice

☐ Determine Accrual Amounts and inform Employee whether money may be owed

☐ If Retirement, interview with Pension Specialist/Payroll

Letter Received? Yes _____ **No** _____

SEND TO PAYROLL NOW=====

Equipment Submittal:

☐ County ID ☐ Keys ☐ Uniform ☐ Cell Phone ☐ Laptop ☐ Uniform Badge

☐ Electronic Devices ☐ Vehicle/Keys

Department Heads Please Initial or Mark N/A:

_____ Email Account Disabled

_____ Email Account Forward to: _____

_____ Timeclock System Disabled

_____ Edmunds System Disabled

_____ Building Access Disabled

_____ Phone/Voice Mail Disabled

_____ Fuel and Gate Access Code Disabled – Code# _____

☐ Recommend Exit Interview with Benefits Manager and/or ☐ Personnel Director

☐ Cancel County Paid Memberships in Professional Organizations

Department Head Signature _____ **Date:** _____

Please submit this form by scan/email and/or fax to the following departments **immediately upon notification of separation/suspension, transfer, or leave of absence of employment.**

Routing Instructions: HR (hr@cumberlandcountynj.gov); IT (it@cumberlandcountynj.gov); Payroll (ccpayroll@cumberlandcountynj.gov); if fuel code needs deactivation, send to Public Works fuel@cumberlandcountynj.gov