

County of Cumberland Board of Chosen Freeholders	Policy Number: 3.13	Pages: 1
Chapter: Personnel Actions		Effective Date: April 1, 2019
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 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 from employment.**

Employee Name: \_\_\_\_\_ Employee Department: \_\_\_\_\_  
 Effective Date of Separation: \_\_\_\_\_ Last Day \_\_\_\_\_  
 Worked: \_\_\_\_\_  
 Type: Discharge \_\_\_ Resignation \_\_\_ Retirement \_\_\_ Leave of Absence \_\_\_ Suspension \_\_\_  
 Administrative Leave \_\_\_  
 Date of Notice if Resignation/Retirement: \_\_\_\_\_ Letter Received? Yes \_\_\_ No \_\_\_  
 Equipment Submittal: County ID \_\_\_ Keys \_\_\_ Uniform \_\_\_ Cell Phone \_\_\_ Laptop \_\_\_  
 Uniform Badge \_\_\_ Electronic Devices \_\_\_ Vehicle/Keys \_\_\_

**Department Heads Please Initial:**

Email Account Disabled \_\_\_  
 Email Account Forward to: \_\_\_\_\_  
 Time Clock System Disabled \_\_\_  
 Edmunds System Disabled \_\_\_  
 Building Access Disabled \_\_\_  
 Phone/Voice Mail Disabled \_\_\_  
 Recommend Exit Interview with Benefits Manager \_\_\_ and/or Personnel Director \_\_\_  
 Determine accrual amounts and inform whether money may be owed \_\_\_  
 Cancel County Paid Memberships in Professional Organizations \_\_\_  
 If Retirement, recommend interview with Payroll Department \_\_\_

\_\_\_\_\_  
 Department Head Signature

\_\_\_\_\_  
 Date

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

**Routing Instructions:**

Human Resources ( <a href="mailto:hr@co.cumberland.nj.us">hr@co.cumberland.nj.us</a> ) _____	Fax: 856-453-0361
Information Technology ( <a href="mailto:it@co.cumberland.nj.us">it@co.cumberland.nj.us</a> ) _____	Fax: 856-453-0433
Payroll ( <a href="mailto:ccpayroll@co.cumberland.nj.us">ccpayroll@co.cumberland.nj.us</a> ) _____	Fax: 856-453-2153

11/13/18