

**WHITING FORENSIC HOSPITAL
OPERATIONAL PROCEDURE MANUAL**

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.28:	Employment Separation
Governing Body Approval:	April 29, 2018
REVISED:	

PURPOSE: To insure that the separating employee is aware of and meet all obligations for the discontinuation of the employment relationship with a work location of the Department of Mental Health and Addiction Services (DMHAS).

SCOPE: All WFH staff

PROCEDURE:

A. Employee Responsibility:

1. An employee separating from a DMHAS work location notifies his/her supervisor of the intent to leave employment and completes an "Employment Separation Form" providing at least two (2) weeks notice, although the Agency may require four (4) weeks notice for professional/supervisory employees. Ninety (90) days notice is required for retirement to insure all appropriate processing occurs.
2. An employee separating from a work location of the DMHAS is required to insure all outstanding work is completed and/or transferred prior to their separation.

3. The employee is responsible to adhere to the State of Connecticut "Ethics Code Provisions Applicable to Those Leaving State or Quasi-Public Agency Service". These Provisions are provided to the employee as part of the "Employment Separation Form".

B. Supervisor Responsibility:

1. The supervisor completes the "Supervisor's Section" of the Employment Separation Form inclusive of obtaining the Program Manager/CEO's signature and forwards it to the Facility Human Resources Office. A copy of the completed Employment Separation Form will be forwarded to the separating employee by the Facility Human Resource Director or designee.
2. The supervisor will insure that the separating employee has completed all of their outstanding work and return all state property; i.e. keys, beepers, telephone calling/parking cards, cell phones, etc.

C. Facility Human Resource Department Responsibility:

1. The Facility Human Resource Director will insure that the proper notification of the employment separation is made, including but not limited to the Human Resources Divisions of Payroll and Information Management.
2. The Facility Human Resource Director or designee will obtain a password from the DAS Exit Interview system and will forward it to the separating employee for completion.
3. For employees who are separating employment from State Service other than retirement, the DMHAS Human Resource Employment Services Division – Benefits Unit will provide the necessary information concerning continuation of medical insurance benefits (COBRA) and other benefits.
4. The DMHAS Retirement Unit will prepare the employee's Retirement Application and provide an information session at the time of signing.

The Facility Human Resources Director and/or Affirmative Action Office will provide the Chief Executive Officer's (CEO) with a report from the information gathered during the Exit Interview process for review.