

EXIT PROCEDURES FOR EMPLOYEES

The purpose of the Exit process is to support the transition of employees leaving County employment. The Office of Human Resources (OHR) has designed an exit check list process for both the employee and supervisor.

This section outlines the steps that the exiting employee must complete before his/her departure from County employment. This process ensures a smooth transition for you and your department and the continuation of any benefits to which you may be entitled.

Any employee, who is terminating employment with Montgomery County Government, shall follow the steps below:

1. Contact OHR Benefits Team

Before an employee leaves County employment, please contact a member of the Benefits Team to discuss your retirement group insurance, deferred compensation or any other benefits issues. If you are retiring, please call the Benefits Team to set up a retirement counseling appointment approximately 60 days before your planned retirement date. The OHR Resource Library has information for employees concerning their benefits upon separation from County employment.

2. Write a Letter of Resignation

All County employees who are resigning should submit a written letter of resignation. In unusual circumstances, an employee may submit an oral resignation (MCPR, 2001-Section 28). For your convenience a sample letter, which should be modified to fit your particular circumstances, is on page three. Employees who are retiring are encouraged to provide written notification to their department. All employees should give a minimum of two weeks notice.

3. Financial Disclosure

If an employee is required to file a financial disclosure statement under the provisions of the County Code, the employee must file the statement for the calendar year (up to the date of departure) during which he/she separates from the County. The system is hosted on the eMontgomery server at the following Internet address:

www.montgomerycountymd.gov/financialdisclosure/

Failure to submit a financial disclosure statement upon resignation will cause a delay in processing the employee's final paycheck.

4. Exit Meeting

Prior to employee's last day of work, schedule a meeting with your supervisor or a representative from your department. The purpose of this meeting is to facilitate the exit process and to ensure a smooth transition for the employee.

5. Separation Checklist

The County's property in the employee's possession has been identified as noted on the separation checklist. Those items must be physically returned to the department at the time of the exit meeting or when requested.

A signed copy of the employee checklist should be maintained by the department.

6. Exit Survey

Exiting employees may receive an exit questionnaire in the mail. As an exiting employee, your participation in an Exit Survey is voluntary, but highly encouraged. It will provide valuable feedback regarding the work environment in the County. Your feedback will assist us in identifying changes that may be needed to improve our workplace.

7. Change of Address

If the separating employee is moving, please send your new mailing address via e-mail to Records Management, Office of Human Resources or via fax. If the employee is retiring please send the new address to Benefits, Office of Human Resources. This change of address will enable the Payroll Office to send your W-2 Form to the correct address the following January.

Sample Resignation Letter

Date
Recipient's Name
Department
Address

Dear NAME OF SUPERVISOR

Please accept this letter as my formal resignation from the position of *(TITLE)*, in the department of *(NAME)* in Montgomery County Government, effective *(DATE)*. I am leaving my position due to *[reason – examples include moving out of town, going back to school, relocation of spouse, to take care of older parent, retirement, etc.]*.

Sincerely,

(NAME)