

SUPERVISOR'S CHECKLIST

The purpose of the Exit process is to support the transition of employees leaving County employment. This section outlines the necessary steps the immediate supervisors must complete before an employee leaves County employment. The immediate supervisor is responsible for collecting all County property.

The following Check List is provided for supervisors:

The supervisor receives a letter of resignation or a notification that an individual is leaving. The supervisor should note the date, time, and nature of the communication.
Schedule a meeting with the employee prior to the last day of work to collect all pertinent County items.
Remind employee if s/he is required to file a final financial disclosure statement under the provisions of the County Code. The Financial Disclosure On-line Filing system is located at the following web site: www.montgomerycountymd.gov/financialdisclosure/ Immediately notify the HR liaison that the employee is separating and has to file a final financial disclosure statement so that the HR liaison can immediately process the separation or retirement on the exiting employee and indicate eligibility for rehire in Oracle as soon as the employee gives notice. <i>Note: HR Liaisons must ensure that performance appraisals are closed out in Oracle Workforce Performance Management (WPM) BEFORE processing the employee's separation or retirement in Oracle.</i> Follow up with the employee BEFORE departure to ensure completion of final financial disclosure statement filing.
Notify Finance, Payroll only for those positions that require filing financial disclosure statements.
Use the <i>Property Separation Checklist</i> to identify the County items the employee has in his/her possession.
Collect all items identified on the <i>Property Separation Checklist</i> from the employee. The employee id badge must be returned to the Security Office, Executive Office Building, Terrace level, 240-777-6161. The only exception is for Public Safety employees. Supervisors should follow established departmental procedures.
Supervisor and employee sign the <i>Property Separation Checklist</i> .
Notify the Departmental IT staff to deactivate the employees' voice-mail, computer access, and remove any references to the employee in the departmental web pages.
Contact the Office of Human Resources Training and Organizational Section at (240)-777-5116 or email OLM.admin@montgomerycountymd.gov if the employee is currently using or has used Tuition Assistance Program funds within the last two years.
Advise the employee to contact the Office of Human Resources, Health Insurance Team at (240) 777-0311, to discuss health insurance benefit options. Have the employee contact MCERP at (240) 777-8230, to discuss retirement, and deferred compensation.
Process the employee's final time sheet to Payroll.

For security and safety, all office pad locks and combinations should be changed every time an employee leaves County employment.

For additional information on the Exit process please contact your department Human Resources Liaison.