1. **PURPOSE**

The purpose of this process is to ensure that an employee is properly prepared to depart from the company regardless, of the circumstances surrounding their departure and to ensure that the company can mitigate any risks associated with an employee’s separation.

1. **INPUTS and ENTRY CRITERIA**
   1. The Termination/Resignation Process activities are followed based on the type of termination and the HR department is ready to begin off-boarding activities as instructed in the Termination Process This process can be found on the company’s SharePoint site for reference as needed - [Human Resources - Process - All Documents (sharepoint.com)](https://j3llc.sharepoint.com/hr/Shared%20Documents/Forms/AllItems.aspx?id=%2Fhr%2FShared%20Documents%2FHR%20Processes%2FTermination%2FProcess&viewid=293470fe%2D4522%2D4f16%2D876d%2D58545a639afd).
2. **ACTIVITIES**

Upon notification of the termination, HR performs the following close out/off-boarding functions:

* 1. The HR department head assigns the off-boarding responsibilities to a HR representative to execute.
  2. The assigned HR representative contacts the employee to schedule an exit interview.
  3. During the exit interview, the HR representative discusses benefits termination timeframe, life insurance portability, the reasons for separation, final pay information (including leave pay out and final hours worked), and the return of all J3 and Government (if applicable) issued equipment/property.
  4. All final payments are issued on the next scheduled pay date or in accordance with state and federal laws.
  5. The departing employee must also complete his/her timesheet on the day of his/her departure from the company.
  6. Additionally, the employee should provide HR with any address.
  7. During the exit interview, the HR representative explains the procedure for future employment references. The departing employee should request employment references in written format, including an information release authorization, addressed to HR.
  8. After the exit interview, the assigned HR representative notifies all parties (IT, Accounting/Finance) of an employee’s departure so off-boarding procedures can occur within those functional areas as well.

There are several types of terminations as referenced in the Termination process. The above off-boarding activities are similar for all termination types. However, there are a few exceptions for some.

* 1. *Retirement*. The HR Department Head contacts the employee’s supervisor to discuss retirement options (gift, party, luncheon, etc.). Once established, the normal off-boarding activities are initiated.
  2. *Job Abandonment.* The assigned HR representative attempts contact with the former employee to collect any J3 and Government issued equipment/property such as laptop, badge, keys, etc. (if applicable). The assigned HR representative coordinates with the immediate supervisor to ensure that the former employee has recorded all hours on their timesheet and returned all work-related items. If not, Human Resources will attempt contact with the former employee to obtain hours worked and company property. If contact is made with the former employee, the HR representative discusses benefits termination, life insurance portability, the reasons for separation, final pay information (including pay out of leave balance and final hours worked), and the return of all DB issued equipment/property.
  3. *Death.* In the instance of death, the HR department head contacts a family member of the deceased and extends the company’s condolences. In addition, the department head discusses final pay information (including pay out of leave balance and final hours worked), and the return of all DB issued equipment/property. In addition, the HR representative discusses beneficiary responsibilities with the person designated. The HR representative works with the life insurance company and designated beneficiary to compete the required documentation.

1. **ROLES**

| **Stakeholder** | **Process** | **Role** |
| --- | --- | --- |
| HR Department Lead/J3 Executive | Oversee, Develop, Implement, Inform, Control, Maintain, Update, and Improve this procedure and inputs/outputs. | * Maintain primary decision-making authority, approve access to document storage, finalize and improve activities related to this process. * Direct staff activities as related to these process and procedures. * Ensure adherence to the activities related to these procedures. * Report progress, issues, and risks to the assigned Executive as it relates to the procedures outlined in this process. |
| HR Generalist | Develop, Implement, Inform, Control, Maintain, Update, and Improve this process’ and inputs/outputs | * Serve as back up to the HR Department Heads efforts if the role exists. * Assume all responsibilities outlined in this process. * Maintain, monitor, and input information into the electronic database. * Ensure managers adherence to the activities related to this process. * Report progress issues, and risks to the HR Department Head. |
| Department/Project Manager or Designee | Develop, inform, educate, and update this procedure’s outputs.  Adhere to this procedure.  Recommend process workflow improvements | * Use the tools provided by HR to recruit and select the best qualified candidate. * Inform and educate designated stakeholders of this process and their role. |
| Employee | Adherence and provision | * Adherence to the process by providing requested information. |

1. **MEASURES**
   1. Number of employees off-boarded per location per reporting period
   2. Exit Interviews analysis conducted per reporting period.
2. **VERIFICATION STEPS**
   1. The HR department will document and monitor draft submission compliance to determine the need for an overall or “as per” training.
   2. Annually, the HR department head reviews current procedures and forms to ensure they are aligned with industry standards.
   3. Throughout the year the staff will discuss recruitment and selection procedures and forms during departmental meetings. Meeting attendants will share findings, progress, issues and risks, and solutions to allow continued improvement and revisions when necessary. Also, throughout the year, the HR department head will report status to the company’s executives to ensure alignment with company goals.
3. **OUTPUTS AND EXIT CRITERIA**
   1. HR representatives perform off-boarding activities with exiting employees and notify other departments of a termination/resignation.
   2. The HR representative coordinates the appropriate close-out activities of benefits, employee files, and pay out.
4. **REFERENCES**

None

**9.0 APPENDICES**

None