MONO COUNTY ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

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EMPLOYEE STATUS CHANGE		
	Revisions:	

POLICY

There are items that require coordination with several internal service departments when hiring, transferring, promoting, reassigning, or releasing an employee. It is critical that these staffing changes are communicated in a timely manner to ensure tasks associated with the change are completed at the right time.

PROCEDURE

1.   Required Tasks

The following are some of the required tasks involved when a change in employee status occurs.

A. Access Cards: The Information Technology department needs to be notified as soon as possible in order to effectively issue, revise, or terminate a County access card. Cards need to be physically turned in to the employee's department of record upon an employee's separation of employment. It is the responsibility of the employees' department to secure the card and provide it to the Information Technology department.

B. Identification Cards: Employee ID cards should be turned in to the department at the same time as Access Cards and returned to Human Resources.

C. County Credit Cards: The Department of Finance and the County Administrator's Office need to be notified as soon as possible in order to effectively order, revise, or terminate a County Credit Card issued to a Department Head. Cards need to be physically turned in to the Department of Finance department upon the Department Head's separation or notification thereof from the department.

D. Office Keys: The employee's department shall secure all county issued keys immediately upon employee's separation or prior to if warranted necessary by the department head.

E. Technology: The Information Technology department needs to be notified as soon as possible to effectively configure, change, or terminate technology-related services. The services are for, but not limited to, the following items: desktop computer, laptop computer, desk phone, cell phone, etc.

F. Personnel Related Items: Human Resources the Department of Finance needs to be notified as soon as possible in order to complete the various tasks involved when an

employee status change occurs. Tasks include issues related to pay, retirement, benefits, unemployment insurance, etc.

2.   Timeframe

The Department Head or his or her designee shall notify the Department of Finance and Human Resources within 48 hours in advance of the proposed staffing change by completing a Personnel Action Form (PAF) provided by Human Resources (not after it has already occurred). If the staffing change involves a termination or immediate resignation, the Department Head or his or her designee must notify the Department of Finance, Information Technology, and Human Resources immediately. While email or written correspondence is an acceptable form of notification, personal contact with a representative of the above-listed departments shall occur to avoid issues with someone being out of the office. A PAF should be completed and submitted as soon as possible.

3.   Confidential Notification

If the notification is deemed confidential, (i.e., disciplinary action related, supervisor has not had the opportunity to discuss with staff involved, etc.) departments shall make direct contact with the Chief People Officer.

4.   Documents Requiring Completion

Please contact Human Resources and Information Technology to obtain necessary forms that must be completed with every employee separation, onboarding or change in status.