

CORRECTIVE ACTIONS FOR NON-COMPLIANCE WITH THE SEPARATION POLICY & NEW KNOWLEDGE ARTICLES ON THE PROCESSES

The Office of Human Resources recently updated the Employee Separation Policy. Department managers, supervisors, or designees must complete the employee separation process in the payroll system **no later than 5 business days** following the termination date. Additionally, department leaders or designees **must ensure** that the entire separation clearance process is completed **no later than 30 calendar days** following the termination date to ensure compliance with the policy.

Useful tools can be found [here](#) on the Employee Relations area of the HR webpage. This information includes: [Board Policy 405.6](#); [Admin. Guide 4.5.16](#); [ID Badges Procedure](#); Asset Valuation documents; and the [Separation Policy Procedures for Supervisors Training](#).

Knowledge Base Articles have also been developed to address the most frequently asked questions regarding the employee separation process. This information is available via the HR Knowledge Base, a portal that houses all FAQs from every OHR Center of Excellence. We encourage you to visit this site to explore what is available at your fingertips: [HR Employee Service Center](#). We will continue to build our Knowledge Base Articles with additional information so please revisit regularly for more tips and updates.

Non-compliance with the separation policy will result in appropriate corrective actions for department violators. A reporting tool in the separation system will allow Employee Relations to review instances of policy non-compliance.

After your review of the HR processes/procedures, training, and Knowledge Base Articles – Employee Separation, please contact our office with further questions at 501.686.5650.