



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 11-04	Effective Date: September 26, 2018
Division: Personnel Management	
Chapter: Employee Separation	
By Order of the Fire Chief: Benjamin M. Barksdale	Issue Date: September 26, 2018

POLICY

The Fire/Emergency Medical Services (EMS) Department shall establish an efficient method of documenting employee separations to ensure timely and accurate processing of an employee leaving the Department, and ensure appropriate clearance actions are completed prior to an employee's departure.

DEFINITIONS

Exit Process – A series of required tasks to be completed when an employee separates from employment with the County as outlined herein. Separated career and civilian employees, whether non-disciplinary or disciplinary, will report to the Human Resources (HR) office to obtain the required forms and participate in an exit interview, unless directed otherwise.

Letter of Intent to Resign or Retire (including normal retirement) - A voluntary signed statement by a departing employee giving the Department notice of separation, submitted at least 14 days in advance, indicating the reason for departure, the last day the employee intends to work, the date of separation (if different than the last day worked), and any leave the employee is requesting to use prior to their effective date of separation. Only annual, personal, compensatory, or discretionary leave may be used; **sick leave cannot be used.**

Separation – The act of ending employment with the County by means of resignation, reduction-in-force, disability, retirement, death, or termination.

PROCEDURES / RESPONSIBILITIES

I. Required Documentation

- A. A departing employee must complete the Exit Process prior to ending employment with the County. The process is as follows:
1. Contact the Office of Human Resources Management Pensions and Investments Retirement Coordinator for information on compensation and benefits.
 2. Submit a Letter of Intent with original signature **to their immediate supervisor, who will forward the letter** through the appropriate Chain-of-Command.
 3. Obtain, complete and return the following forms from the Fire/EMS Department Human Resources Office:
 - a. Employee Sign-Out Check List
 - b. Employment Separation Clearance Form
 - c. Employee Separation Form



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- d. Employee Exit Interview Questionnaire Form
4. All completed documentation with required signatures and all County-issued equipment must be returned to the appropriate offices before leaving County service.

B. The Fire/EMS Department will not authorize the Office of Finance to release the final payout and/or paycheck until the employee has completed the Exit Process.

II. Responsibilities

A. The Deputy Fire Chief or his/her designee in the employee's Chain-of-Command will be responsible for:

1. Being the first person to sign the Employment Separation Clearance Form (except for the Emergency Services Command Deputy Fire Chief or his/her designee as noted below) which certifies that the employee's original signed Letter of Intent has been received and authorizes other functional areas to complete the form.
 - a) The Emergency Services Command Deputy Fire Chief **shall not** sign the separation clearance form for any employee until the following offices have signed:
 - i. Logistics and Supply
 - ii. Apparatus Maintenance
 - iii. Information Management

B. The Employee will be responsible for:

1. Contacting the Pensions and Investments Retirement Coordinator for calculation of benefits and determination of the effective date of separation.
2. Submitting a Letter of Intent to Resign or Retire, with **original signature**, to their immediate supervisor, at least two (2) weeks prior to their effective date of separation. If the Letter of Intent to Resign or Retire is submitted less than two (2) weeks prior to the effective date of separation, the letter must include a request to waive the two-week notice requirement. Failure to do so may result in forfeiture of the employee's leave pay out.
 - a) The Letter of Intent to Resign or Retire may be submitted to the immediate supervisor via email; however, the employee must still provide an original signed letter to the Fire/EMS Department Human Resources office for the Departmental personnel file prior to final separation.
3. Contacting the Fire/EMS Human Resources office to obtain the necessary sign out forms.
4. Returning any Departmental property or equipment to the appropriate office or **resolving** any outstanding issues. This shall include, but is not limited to:



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Portable Radios, Cell Phones, Pagers, Laptops, Computer Peripherals, Assigned Vehicle, Tools, Breathing Apparatus and/or Components, Outstanding Financial Transactions such as payment of fines (including citations), Injury/Accident Reports, Keys, Petty Cash, Credit Cards, Security Access Cards, Firearms, Investigatory Equipment, Certain Badges, I.D. cards, training materials, and Personal Protective Equipment (PPE).

5. Returning all career/civilian employees' Fire/EMS Department/County I.D. cards and Personnel Accountability Tags (PAT) **to the Fire/EMS Human Resources office.**
6. Filing a financial disclosure statement in accordance with the Prince George's County Code, Section 2-294(a) and various Executive Orders.

C. The Logistics and Supply Office will be responsible for:

1. Collecting all used uniforms (work or dress), PPE and any other Department/County issued equipment, any uniform badges, and collar brass. **The dress uniform may be retained if the career employee is retiring after twenty years of service or service-connected disability.**
2. Taking appropriate action to finalize all Supply Section records.

D. The Training and Leadership Academy will be responsible for:

1. Collecting all used uniforms (work or dress), PPE and any other Department/County issued equipment, any uniform badges, and collar brass from a recruit separating from the Department.

E. The Human Resources office will be responsible for:

1. Referring all retiring career employees to the Office of Human Resources Management, Pensions and Investments Retirement Coordinator for calculation of compensation and information on benefits.
2. Collection and finalizing of all Human Resources records and forms, including Employee Separation Form.
3. Ensuring the Exit Process is completed in the event of the death of an employee.
4. Authorizing the Office of Finance to release the final payroll check and payout if all the requirements of the Exit Process are properly completed.

Please note: In accordance with applicable Labor Agreements, certain annual allotments are provided to specific employees on an annual basis. These allotments are paid the first full pay period after July 1, the start of the fiscal year. The Department will prorate such payments if the employee separates prior to the completion of the fiscal year and deduct the



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difference of the unearned allotment from the final paycheck. During the signing out process, the employee will be notified of the amount to be deducted from his/her last paycheck.

F. The Immediate Supervisor(s) and other Departmental offices will be responsible for:

1. Receiving the Letter of Intent to Retire or Resign and forwarding it through the appropriate Chain-of-Command to the Office of the Fire Chief for final approval. **Any leave requested is not authorized until the Fire Chief or his/her designee has approved it.**
2. Upon final approval by the Fire Chief or his/her designee, the original signed Letter of Intent to Resign or Retire will be forwarded to the Fire/EMS Human Resources office for processing. The Office of the Fire Chief will advise the Staffing Officer of any leave approvals for entry in TeleStaff.
3. Ensuring that any pending work area tasks are completed and/or submitted in accordance with established procedures.
4. If required, submitting a transition plan and/or copies of Standard Operating Procedures.

Please note: The Departmental offices listed on the Employment Separation Clearance Form shall ensure that all equipment and property is returned to the appropriate office and/or supervisor.

REFERENCES

Prince George's County Personnel Law, Subtitle 16, Division 12. Non-disciplinary Separations

Prince George's County Personnel Law, Subtitle 16, Division 17. Leave

Prince George's County Personnel Law, Subtitle 16, Division 18. Pensions Generally

Prince George's County Administrative Procedures, Personnel Procedures 225 and 252

Applicable Collective Bargaining Agreements

FORMS/ATTACHMENTS

Attachment 1 – Employee Sign-Out Check List

Attachment 2 – Employment Separation Clearance Form

Attachment 3 – OHRM Employee Separation Form – Sample

Attachment 4 – Employee Exit Interview Questionnaire Form – Sample

Division 11– Personnel Management

Chapter 04 – Employee Separation

Effective Date – September 26, 2018

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Employee Sign-Out Check List

- _____ 1. Contact the Office of Human Resources Management, Pensions and Investments Division: Ritchlyn Dantzler at 301-883-6389 (sworn employees) or Lori Heider at 301-883-4713 (civilian employees) to discuss Pension Information
- _____ 2. Submit letter of intent to resign/retire via the chain-of-command to the Fire Chief
- _____ 3. Contact Human Resources to pick up Employment Separation Clearance Form, Employee Separation Form and Employee Exit Interview Questionnaire
- _____ 4. Obtain signature of the Deputy Fire Chief first, then all other signatures (except if under Emergency Services Command), Logistics, Apparatus Maintenance, IMD, etc.)
- _____ 5. Turn in County property: i.e., car, radio, pager, etc. to appropriate offices
- _____ 6. Turn in uniform, gear, and equipment to Logistics
- _____ 7. Turn in face piece, mask and regulator, etc., to Apparatus Maintenance
- _____ 8. If wanted, see Ms. Bonnie Donahue of the Fire Commission to have retiree ID made (301-583-1914)
- _____ 9. Exit interview with Human Resources
During exit interview the employee must turn in:

ID card, PAT Tag
Employee Separation Clearance Form
Employee Separation Form
Employee Exit Interview Questionnaire

If applicable:

Finalize office records (complete PPA's, etc.)
Finalize Supply Records

May need to file a Financial Disclosure Statement

Payroll check will not be released until completion of:

Employment Separation Clearance Form
Employee Separation Form
(Human Resources will be the final signature)

PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT EMPLOYMENT SEPARATION CLEARANCE FORM

Employee's Name		Date	
Hire Date	Separation Date	Employee ID #	Fire Dept. ID #
Mailing Address for final check and any correspondence			

Completion of this clearance form is part of the Exit Process for employees separating from the Department. Departmental manager, or their designee in the functional areas listed below, shall sign this form on or about the employees last working day. It is the responsibility of the employee to obtain clearance from the areas listed below. Clearance from the Deputy Fire Chief of the respective Command must be obtained first and clearance through the Human Resources office should be last. The employees final payroll check will not be released without the Human Resources office having a completed clearance form.

1. Deputy Fire Chief _____ Date _____
2. Immediate Supervisor _____ Date _____
3. Support Service Command _____ Date _____
a.) Cleared for traffic tickets
4. Risk Management _____ Date _____
5. Emergency Medical Services (EMS) _____ Date _____
6. Apparatus Maintenance _____ Date _____
7. Logistics and Supply _____ Date _____
8. Information Management _____ Date _____
9. Fire/EMS Training Academy _____ Date _____
10. Fiscal Affairs _____ Date _____
a.) Check leave balance _____
11. Human Resources _____ Date _____
a.) _____
(amount of unearned uniform allowance)

Employee to sign after all signatures are obtained:

Employee's signature _____ Date _____

Managers Note: A departing employee shall turn in any Departmental property or equipment to the appropriate office and/or resolve any outstanding issues.

This shall include, but is not limited to: Portable Radios, Cell Phones, pagers, Laptops, Computer Peripherals, Assigned Vehicle, tools, Breathing Apparatus and/or Components, Outstanding Financial Transactions, Injury/Accident Reports, Keys, Petty Cash, Credit Cards, Security Access Cards, Firearms, Investigatory Equipment, Certain Badges, I.D. cards PAT tags, PPE, face piece and regulator.



Office of Human Resources Management
Employee Separation Form

Identifying Information:

Name: _____ SSN: _____
Department: _____ Separation Date: _____
Reason for Leaving: _____
Do not use "NO REASON GIVEN"

W-2 Mailing Address if different from address on file with the Office of Human Resources Management::

Return of County Property/Other:

- | | | |
|--|--|---|
| <input type="checkbox"/> Building Access Pass | <input type="checkbox"/> Mainframe Security | <input type="checkbox"/> Travel Advance |
| <input type="checkbox"/> Cellular/Mobil Phone | <input type="checkbox"/> Memberships/Subscriptions | <input type="checkbox"/> Travel Expense Report |
| <input type="checkbox"/> County Equipment | <input type="checkbox"/> Pager | <input type="checkbox"/> Vehicle & Log |
| <input type="checkbox"/> County ID | <input type="checkbox"/> PDA's | <input type="checkbox"/> Voice Mail and Email Passwords |
| <input type="checkbox"/> Credit Cards/Purchase Cards | <input type="checkbox"/> Parking Permit | <input type="checkbox"/> Uniform / Clothing Returned |
| <input type="checkbox"/> Keys (office, car, etc) "labeled" | <input type="checkbox"/> Performance Appraisals | <input type="checkbox"/> Work-in-progress Updates |
| <input type="checkbox"/> LAN Security | <input type="checkbox"/> Petty Cash | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Laptop/Office Equipment | <input type="checkbox"/> Remote Access | |

Disbursement of Final Pay/Leave Check:

- ☐ Release to Department
☐ Direct Deposit
☐ Mail to: _____

Financial Disclosure Statement:

I understand that I have sixty (60) days to complete and file a Financial Disclosure Statement with the County.

Initials _____

Leave Disposition:

- ☐ Lump sum cash payment of **new** annual leave up to 360 hours, or
☐ Lump sum cash payment of **old** annual leave, or
☐ Lump sum cash payment of a **combination of old and new** annual leave - up to 360 hours.
☐ Lump sum cash payment of **old** sick leave paid per applicable salary schedule
☐ Convert sick leave for retirement credit
☐ Retain _____ hours of sick leave balance in leave record
☐ Retain _____ hours of annual leave balance in leave record
☐ Ineligible for Payment. Reason: _____

Leave Donation: ☐ Employee (name) _____ (agency) _____ (# hours) _____
☐ Military Leave Bank (# hours) _____ Specify - ☐ Annual / ☐ Personal / ☐ Compensatory / ☐ Discretionary
Attach appropriate form(s).

I understand that this authorization becomes irrevocable ten (10) working days after my separation date.

Employee Signature / Date

Departmental HR Liaison / Date

Departmental IT Coordinator / Date

OHRM Representative / Date

Distribution List: Finance/Payroll – White

OHRM/Performance Management – Yellow

Employee- Pink

Fire/Emergency Medical Services (EMS) Department
EMPLOYEE EXIT INTERVIEW QUESTIONNAIRE

All information is confidential, information is analyzed to produce a generic report from a compilation of all exit interviews

NAME (Optional) _____ CLASS TITLE _____

DEPARTMENT _____ DIVISION _____

DATE HIRED _____ DATE SEPARATED _____

REASON(S) FOR LEAVING (Circle the number)

- | | |
|--|---------------------------------|
| 1. Retirement <input type="checkbox"/> | 7. Conflict with supervisors |
| 2. Terminated <input type="checkbox"/> | 8. Promotional opportunity |
| 3. Poor Working Conditions | 9. Career too limited |
| 4. Relocation From Area | 10. Career Change |
| 5. Domestic Responsibilities | 11. Military Service |
| 6. Illness or Other Incapacity | 12. Returning to School/College |
| | 13. Other (Specify) _____ |

COMMENTS _____

	<u>Almost Always</u>	<u>Regularly</u>	<u>Sometimes</u>	<u>Never</u>
1. Job Duties and performance standards were clearly explained.	_____	_____	_____	_____
2. There was an opportunity to exercise my full abilities.	_____	_____	_____	_____
3. I was treated fairly and impartially by my supervisor.	_____	_____	_____	_____
4. I received adequate training to perform my job once employed.	_____	_____	_____	_____
5. I received additional training to develop my skills and abilities.	_____	_____	_____	_____
6. Do you feel the department provided you with sufficient job training, and opportunities for advancement?	_____	_____	_____	_____
7. Did you have the appropriate equipment and resources necessary to perform your job?	_____	_____	_____	_____
8. I was satisfied with the safety of the work environment.	_____	_____	_____	_____
9. I was satisfied with the salary and benefits I received.	_____	_____	_____	_____

EMPLOYEE EXIT INTERVIEW QUESTIONNAIRE
-Continued-

10. How would you rate your supervisor
and why?

Excellent _____ Good _____ Fair _____ Poor _____

11. How would you rate your department
and why?

Excellent _____ Good _____ Fair _____ Poor _____

12. What did you like most about working for the Fire/EMS Department?

13. What did you like least about working for the Fire/EMS Department?

14. Do you have any suggestions for ways to improve working conditions, productivity, and morale?
