

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>3 - CHANGES IN EMPLOYMENT &amp; SEPARATION FROM SERVICE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>9 – SEPARATION FROM SERVICE</b>	<b>REVISED: 6/10/15</b>

Before, or on, an employee's last working day, an exit interview shall be conducted to offer the employee an opportunity to discuss the reason for his/her separation from employment, comment on his/her experiences in working for the County and make suggestions on improving conditions for present or future employees. At a minimum, the exit interview should include the following topics:

- Effects on benefits (health, pension, unused leave time)
- Primary reason for leaving
- What was most satisfying about the job
- What was least satisfying about the job
- What was the quality of the supervision received
- An opportunity for any other comments
- Confidentiality
- Workers' Compensation Clearance
- Forwarding address if applicable
- Disposition of final check

**Department Head/designee:**

Notifies Administration, Human Resources, Treasury, Information & Technology, and when applicable the Sheriff's Office and/or Emergency Response, of an employee's resignation as soon as possible via HR 3.9 Exhibit F, titled "Employee Termination Check List."

Communicates with HR to ensure the exit interview is conducted. Whenever possible, contacts the Human Resources Department to set a time and place for the employee to meet with the Human Resources Director/designee for an exit interview. If time is of the essence, the Department Head/designee should conduct the exit interview including the above listed topics. A crucial part of this step is completing the applicable information on the "Exit Interview" form, HR 3.9 L, concerning any leave time that will be included in final pay.

Collects any and all county property assigned to the employee and notifies Human Resources that items are collected.

E-mails the completed HR 3.9 F to [hrdept@co.gloucester.nj.us](mailto:hrdept@co.gloucester.nj.us).

Fills out the appropriate section of the checklist for IT (page 2 of HR 3.9 F), and when applicable, the checklist for Emergency Response (page 3 of HR 3.9 F) and sends to each of these respective departments

- For IT, send to [ggrasso@co.gloucester.nj.us](mailto:ggrasso@co.gloucester.nj.us)
- For ER, send to [sbruynell@co.gloucester.nj.us](mailto:sbruynell@co.gloucester.nj.us)

**Human Resources Director/designee:**

Communicates effects on pension and health benefits for HR 3.9 L, titled “Exit Interview.”

Whenever possible, conducts exit interviews.

Oversees the separation process.

Notifies the appropriate parties such as the benefits administrator, NJ Department of Personnel, and pensions.

**Treasurer/designee:**

Verifies whether there are any outstanding debts and notifies the Department and Human Resources of such.

Issues final paycheck.

**Information & Technology Director/designee:**

Deactivates the employee’s access to e-mail and internet and notifies Human Resources of the completion of such.

Completes page 2 of HR 3.9 F and e-mails to [hrdept@co.gloucester.nj.us](mailto:hrdept@co.gloucester.nj.us).

**Emergency Response Director/designee:**

Where applicable, deactivates connectivity to emergency response systems.

Completes page 3 of HR 3.9 F and e-mails to [hrdept@co.gloucester.nj.us](mailto:hrdept@co.gloucester.nj.us).

**Sheriff’s Office:**

Where applicable, deactivates employee’s access to building(s).