

EXIT INTERVIEW/SEPARATION INSTRUCTION SHEET

Purpose:

As stated on the top of the "Exit Interview/Separation Form", the purpose of this checklist is to ensure that employees leaving a department and/or separating from Westchester County employment are informed of their rights for extension of health care coverage under COBRA and other benefits coverage issues, and that all property belonging to Westchester County is returned and acknowledged for audit purposes.

Supervisor's Responsibility:

- The employee's supervisor is responsible for meeting with the employee. The employee and the supervisor will discuss each item on the form and the attached "Separation Resource Sheet" and the "Benefit Information Sheet". Employees who are "fired" or "terminated for cause" do not receive the "Separation Resource Sheet". The employee will return all County property to his/her supervisor. Both the employee and the supervisor will sign their initials next to the appropriate items or denote N/A when applicable. The employee and supervisor will sign the bottom of the form. If an employee is seriously ill and will not be returning to work, the supervisor should refer the matter to the department's Director of Administrative Services/Personnel.
- The employee will keep the original form and attachments. The supervisor will forward a copy of the signed form to either the department's Personnel Section or the Director of Administrative Services.

Department's Director of Administrative Services / Personnel Section

- The Director or designee will review the form for completeness. One copy is to be kept in the employee's departmental file and a copy is to be forwarded to the Finance Department – Payroll & Benefits Office. In cases where an employee is seriously ill, the department will contact the employee or a designated family member to recover all County property and send the appropriate information to the employee or designee.
- The Director or designee will provide the Department of Public Works with the following County-owned returned items, if applicable: County credit card, gasoline credit card, parking pass and gate card and any County-owned vehicle.
- The Director or designee will provide the Department of Information Technology with the following items, if applicable: computer hardware & software (including laptop computers), and all other electronics (i.e., cell phone, charger and adapter, etc.) The Director or designee will also submit an Installation Security Form (ISF) severing access for the employee to all automated applications and information resources such as folders on departmental shared servers. An ISF must be submitted for employees separating from Westchester County employment, and also for employees leaving a department for appointment elsewhere within the County.
- The Director or designee will provide the Department of Human Resources Investigations Unit with the employee ID card. Cards are to be collected from employees separating from Westchester County employment, and from employees leaving a department for appointment elsewhere within the County.

- The Director will determine the distribution of all other County-owned items maintained by the Department.