

Employee Separation Process.....	1
I. Exit Forms and Copy Distribution	1
A. HCM 14.....	2
B. Current Time Sheet	2
C. Change Request Form – EBD	2
D. EGID Application to Defer Insurance Coverage	2
E. Oklahoma Teachers’ Retirement System (OTRS) – (Teachers Only)	3
F. OPERS Retirement Form – Regular (OPERS 515-117-10).....	4
G. OPERS Retirement Form – Hazardous Duty (OPERS 515-117HD-10)	4
H. OPERS Vesting Form (OPERS 515-118VB-10 09).....	5
I. OPERS Application for Withdrawal Form (OPERS 515-118W-10 30)	5
J. Retiree Photo ID	5
K. Retiree/Line of Duty Death Sidearm and Badges	5
L. Employee Exit Survey System.....	6
M. Performance Management Process (PMP)	7
II.Process and Related Information.....	7
III.References.....	8
IV. Action.....	8
Attachments.....	9

Section-11 Human Resources	OP-110237	Page: 1	Effective Date: 03/30/2016
Separation Process	ACA Standards: 2-CO-1C-01		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Employee Separation Process

The employee separation process is designed to ensure that separating employees complete required documents, return state property and are provided with appropriate information. (2-CO-1C-01) The separation process is initiated by the local HRMS once notified of the employee’s pending exit. Forms not picked up by the employee before his/her exit will be mailed.

I. Exit Forms and Copy Distribution

Document	Central Human Resources Unit	Personnel File	Employee
HCM-14 Form	X	X	X
Current Time Sheet	X	X	X
Change Request Form - EBD	X		
EGID Application to Defer Insurance Coverage	X		
OPERS Retirement Form-Regular Duty Employees	X	X	X
OPERS Retirement Form- Hazardous Duty Employees	X	X	X

OPERS Vesting Form	X	X	X
OPERS Withdrawal Form			X
Retiree Photo/ID (commissioned peace officers only)			X
HCM Letter Regarding On-Line Exit Survey			X
PMP (Performance Management Process)		X	X
Retirement Sidearm and Badge Issue		X	X

A. HCM 14

The Request for Personnel Action (HCM-14) will be completed listing the type of separation, final leave balances and regular days off. A copy of the HCM-14 will be given to the employee along with an explanation of any leave balances to be paid. Employees will be advised that if they return to work for ODOC within two years they may reinstate up to 160 hours of sick leave.

B. Current Time Sheet

The current month's time sheet, as well as any additional time sheets not yet processed through the time/leave system, will be included with the separation packet.

C. Change Request Form – EBD

The change request form is used when an employee separates employment with the agency. The change form is to be sent to the central Human Resources Benefits Unit showing the type of separation and the date. The change form must be received within 30 days of the separation from employment.

D. EGID Application to Defer Insurance Coverage

1. The Employees Group Insurance Division application for Retiree/Vested/Non-Vest/Defer insurance coverage may be completed by state employees who have eight or more years of employment with the state. The form must be completed within 30 days of termination.

2. The Employees Group Insurance Division application to defer insurance coverage may be completed by state employees who are retiring or vesting from the agency and who are married to another state employee, and choose to defer their benefits. The retiring/vesting employee then becomes a dependent of their spouse's insurance with the State of Oklahoma.

a. The retiring/vesting employee also has the option of retaining their life insurance when they are deferring other insurance

coverage. However, life insurance cannot be deferred; the employee may only elect to retain, lower, or drop the insurance.

- b. Once the spouse retires from the State of Oklahoma, the spouse and the retired/vested employee will each receive the designated benefit allowance for retirement insurance premiums.
- c. This form is to be processed as listed in Item C. above.

E. Oklahoma Teachers' Retirement System (OTRS) – (Teachers Only)

1. Employees retiring with OTRS must request a retirement benefit estimate (TRS Form 40) by e-mailing, calling or writing OTRS at least 90 days prior to the selected retirement date. The request must contain the retiring employee's name, complete mailing address, Social Security number, date of birth, number of unused sick leave days expected to remain at retirement and the date the employee wants his/her retirement to begin.
2. To initiate the OTRS retirement process, the employee must return their retirement benefit estimate to OTRS 60-90 days prior to the selected retirement date. OTRS will send the employee a final contract for retirement. The employee must execute the contract before a notary and return it to OTRS 30-60 days before the selected retirement date. The final contract for retirement must be on file with OTRS by the first day of the month immediately preceding the month the employee selected to retire.
3. In addition to contacting OTRS to begin the retirement process, employees retiring through OTRS must complete a "Retirement Notice for Department of Corrections Teachers" form ([Attachment E](#), attached) and submit it to the central Human Resources Benefits Unit no less than 60 days prior to the employee's selected retirement date. Within five business days of receipt of the employee's written notice to retire, the central Human Resources Benefits Unit will send an electronic copy of the employee's written notice to the employee's respective HRMS/field benefits coordinator.

OTRS contact information:

Oliver Hodge Education Building
2500 North Lincoln Blvd., 5th floor
Oklahoma City, OK 73105

Mailing Address:
P.O. Box 53524
Oklahoma City, OK 73152-3524

mail@trs.ok.gov

Local: (405)521-2387
Toll Free: (877)738-6365

www.ok.gov/TRS/

F. OPERS Retirement Form – Regular (OPERS 515-117-10)

1. The Oklahoma Public Employees Retirement System (OPERS) regular retirement forms are to be used for employees who can retire under the 80/90 point system.
 - a. Employees with a State of Oklahoma enter on duty (State EOD) date after September 30, 2011 are required to reach a minimum age of 60 to retire in the 90 point system or reach age of 65 with 10 years of service.
 - b. The OPERS regular retirement forms are also to be used for employees with a State EOD date prior to October 1, 2011 who reach age 62 with six years of service.
2. Employees must complete the original document with an original signature and send it to the central Human Resources Benefits Unit a minimum of 75 days prior to their selected retirement date. Within five business days of receipt of the completed signed document, the central Human Resources Benefits Unit will send an electronic copy of the signed document to the employee's HRMS/field benefits coordinator.
3. Retirement benefit payments will be sent to the retiree on the second month of retirement (the employee will receive two checks, one for each month of retirement) and every month thereafter.

G. OPERS Retirement Form – Hazardous Duty (OPERS 515-117HD-10)

OPERS hazardous duty retirement forms are to be used for employees who are in the 20-year retirement plan.

1. Employees must complete the original document with an original signature and send it to the central Human Resources Benefits Unit a minimum of 75 days prior to their selected retirement date. Within five business days of receipt of the completed signed document, the central Human Resources Benefits Unit will send an electronic copy of the signed document to the employee's respective HRMS/field benefits coordinator.
2. Retirement benefit payments will be sent to the retiree on the second month of retirement (the employee will receive two checks, one for

each month of retirement) and every month thereafter.

H. OPERS Vesting Form (OPERS 515-118VB-10 09)

1. Employees who have at least eight years (seven years and six months, rounded up) of participating service contributions with OPERS have the option of vesting their contributions upon separation from the State of Oklahoma.
2. Vesting benefits with OPERS allows employees a future interest in a retirement benefit. Upon completion, this form must be sent to the central Human Resources Benefits Unit for processing. The unit HRMS will ensure that the exiting employee receives the vesting form. It is then the responsibility of the exiting employee to send the form to the central Human Resources Benefits unit.

I. OPERS Application for Withdrawal Form (OPERS 515-118W-10 30)

1. Upon separation, employees that elect to withdraw their contributions are required to complete the withdrawal form in order to receive contributions paid. Employees with less than eight years (seven years and six months, rounded up) of state service are not eligible to vest and may elect to withdraw their contributions.
2. Completed forms must be sent to the central Human Resources Unit for processing. Payment is processed by OPERS after a four month waiting period (74 O.S. § 917).

J. Retiree Photo ID

Any employee who retires in good standing will be issued a photo ID, if requested upon their retirement. The photo ID will include the employee's name and job title at the time of their retirement, and will also indicate that they are retired.

All requests for ID's for retired/retiring employees must be made in advance and, if approved, will be issued by the Office of Inspector General.

K. Retiree/Line of Duty Death Sidearm and Badges

1. Effective November 1, 2015, Probation and Parole officers and/or Inspector General agents are entitled to receive, upon retirement by reason of length of service, the continued custody and possession of the sidearm and badge carried by such officer or agent immediately prior to retirement.
2. Correctional officers will be entitled to receive, upon retirement by reason of length of service, the continued custody and possession of the badge carried by such officer prior to retirement. (74 O.S. 319 §

150.23 A. & D.)

3. Probation and parole officers and/or Inspector General agents may be entitled to receive, upon retirement by reason of disability, the continued custody and possession of the sidearm and badge carried by such officer or agent immediately prior to retirement upon approval from the director.
4. Custody and possession of the sidearm and badge of an officer or agent who dies while employed by ODOC may be awarded to the spouse or next of kin of the deceased officer or agent upon approval from the director. (74 O.S. 319 § 150.23 B. & C.) The transfer of the possession of a sidearm and/or badge requires the completion of [Attachment B](#).
5. The transfer of the possession of a sidearm and/or badge requires the completion of [Attachment B](#) entitled "Retiree Sidearm and Badge Issue" (attached).

L. Employee Exit Survey System

The HRMS for each facility/district/division/unit will ensure that all classified and regular unclassified employees, who are voluntarily separating from the agency in good standing and without pending disciplinary action, will be provided the opportunity to complete an on-line Human Capital Management (HCM) exit survey.

1. HCM Exit Survey

Each separating employee will be provided with the following:

- a. "Exit Survey System Memorandum" ([Attachment A](#), attached);
- b. "HCM Letter Regarding On-Line HCM Exit Survey" ([Attachment C](#), attached);
- c. "HCM Exit Survey Data Collection" form ([Attachment D](#), attached)

The respective field HRMS will collect the employee's non-ODOC email address, utilizing the "HCM Exit Survey Data Collection" form, for the sole purpose of entering the required information into HCM's on-line Separation Data Form.

2. Absentee Separation

Upon formal notice of an employee's separation through resignation, interagency transfer, or retirement, the HRMS at the facility/district/division/unit will offer the departing employee an

opportunity to participate in an "Employee Exit Interview" as described in this procedure. The required items to complete the exit interview process will be mailed to the departing employee's last known address.

3. Review and Processing of Employee Exit Survey System Data

Collective survey data will be utilized by ODOC administrative and executive staff for review and study in order to make meaningful recommendations of changes as reflected by the aggregate survey data collected.

M. Performance Management Process (PMP)

The PMP on each separating employee will be closed out by the supervisor in accordance with [OP-110225](#) entitled "Performance Management Process."

II. Process and Related Information

The HRMS will ensure the following information is provided to employees and/or supervisors during the separation process.

- A. Retiring employees and beneficiaries of deceased employees will receive a pro-rated longevity check. Longevity is not paid for any other type of termination from employment.
- B. Health insurance will remain in effect through the end of the month in which the employee terminates.
- C. Agency property, such as keys, employee ID, card key, badge, uniforms and equipment, must be returned in accordance with [OP-110120](#) entitled "Procedures for Time/Leave Sheets and Payroll Processing."
- D. Permanent classified employees who leave state service are eligible for reinstatement. Employees who request reinstatement must be approved for reinstatement by the Human Capital Management (HCM) Division of Office of Management and Enterprise Services (OMES) and, if approved, must interview and be selected for the position.
- E. The appointing authority may determine that an employee is not eligible for rehire at the time an employee is separated from employment only under the following circumstances:
 - 1. An employee resigns during an investigation; or
 - 2. Resigns in lieu of discipline; or
 - 3. Fails to report for duty; or

4. Refuses to take a drug or alcohol test when referred; or
 5. Resigns or is discharged following substantiated allegations of sexual abuse or sexual harassment. (28 CFR Part 115.17[P.R.E.A.]
- F. Whenever an employee is determined to be ineligible for rehire, the appointing authority will complete [Attachment F](#) entitled "Ineligibility for Rehire" (attached) and place it in Section 2 of the personnel file, along with supporting documentation.

III. References

Policy Statement No. P-110100 entitled "Uniform Personnel Standards"

OP-110120 entitled "Procedures for Time/Leave Sheets and Payroll Processing"

OP-110225 entitled "Performance Management Process"

IV. Action

The chief administrator of Employee Services is responsible for compliance with this procedure.

The associate director of Administrative Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-110237 entitled "Employee Separation Process" dated August 22, 2014

Deleted: OP-110237 Revision-01 dated March 5, 2015

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Exit Survey Memorandum”	Attached
Attachment B	“Retiree Sidearm and Badge Issue”	Attached
Attachment C	“HCM Letter Regarding On-line HCM Exit Survey”	Attached
Attachment D	“HCM Exit Survey Data Collection”	Attached
Attachment E	“Retirement Notice for Department of Corrections Teacher”	Attached
Attachment F	“Ineligibility for Rehire”	Attached