

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Separating an Employee Work Standards	ORIGINATION DATE: 11-08-2012 REVISION DATE: 11-21-2012 EFFECTIVE DATE: After last signature
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PRD REFERENCE NUMBER:	COMPLIANCE REVIEW BY: PRD <i>Supervisor</i>	DATE: 5-6-13
PAGE NO: 1 of 3	APPROVED BY: HRD Manager <i>Maldene R. Doughty</i>	DATE: 5-06-13

1.0 PURPOSE

- 1.1 To provide a process for supervisor to separate employees.

2.0 DEFINITIONS

- 2.1 Document: e-mail, memo, letter, text, etc.
- 2.2 Elected Employee: Official elected through the Tribe's election process to serve a term as stated for a board, committee or commission.
- 2.3 Equal Employment Opportunity (EEO) Office: Department within HR designated to work with supervisor on employee concerns, issues and disciplinary actions.
- 2.4 HR Representative: Employee in Human Resources designated to perform HR functions or employee designated by the HR Manager to perform HR functions.
- 2.5 Last Day of Work: the last date the employee works on the job.
- 2.6 Lay-Off: Workforce reductions caused by changing economic conditions or lack of available work.
- 2.7 Political Appointment: Employee appointed to work for a board, committee or commission.
- 2.8 Regular Status Employee: Employee hired through the Tribe's interviewing process or pool process.
- 2.9 Rescinding Resignation: Employee requesting supervisor to take away or remove the resignation.
- 2.10 Resignation: Employee's notice to employer that he/she chooses to end employment.
- 2.11 Temporary Employee: Includes the statuses of emergency/temporary, limited term, sub-relief, youth workers, student interns and seasonal employees.
- 2.12 Termination: A separation from employment for either a violation of the Personnel Policies and Procedures or inability to do the job.
- 2.13 Transfer or Job Reassignment: Movement to another position within the Oneida Tribal structure.
- 2.14 Tribal Property: Proprietary documents, paper or electronic files, computer files, equipment owned by the Tribe.

3.0 WORK STANDARDS / PROCEDURES

Receiving and Accepting Resignations

- 3.1 An employee is required to submit a written resignation or communicate a verbal resignation to their supervisor if they choose to end employment.
 - 3.1.1 Should the employee verbally resign, the supervisor is required to document the date and time the employee verbally resigned.

Verbal Resignations

- 3.2 The supervisor will document acknowledging and accepting the employee's verbal resignation and notify their HR Representative either by memo, letter or e-mail. This communication should include:
 - 3.2.1 Employee Name
 - 3.2.2 Employee Number
 - 3.2.3 Resignation Effective Date

Written Resignation

- 3.3 The supervisor will document the written resignation the date and time they accepted the resignation and send to their HR Representative with the information in 3.2.1 through 3.2.3.

Last Day of Work

- 3.4 Supervisors shall not approve the use of vacation or personal or banked or donated hours after the employee's actual last day of work on the job.
- 3.5 All remaining vacation, personal, and donated hours will be paid to the employee.

Employee Benefits

- 3.6 Employee's benefits end the effective date of the resignation.

Collection of Property

- 3.7 Prior to the effective resignation date, the supervisor will schedule a date and time to meet with the employee to collect Tribal property.
- 3.8 Supervisor will contact (as applicable to the position):
 - 3.8.1 MIS to remove access for computer access,
 - 3.8.2 Accounting to remove sign off on budgetary items,
 - 3.8.3 Building Coordinator to remove building access,
 - 3.8.4 Kronos Administrator to remove employee from Kronos
 - 3.8.5 Oneida Police Department to collect Tribal property not voluntarily returned.
- 3.9 To assist in securing Tribal property, the supervisor may develop his/her own department form to collect all Tribal property or may utilize the Employee Separation Checklist on the Intranet under HRD Frequently Used Forms – Supervisor's Forms.
 - 3.9.1 Supervisor will arrange for a time for the employee to pick up their personal items or may choose to inventory personal items and provide the employee with this list.

3.10 Supervisor will determine if area locks or security codes need to be changed.

Rescinding Employee Resignations

3.11 Employees must rescind their resignation in writing prior to the effective date of the resignation.

3.12 It is the supervisor's decision whether to approve or deny the employee's request to rescind their resignation.

3.12.1 The supervisor will notify the employee and their HR Representative of their decision by e-mail or in writing prior to the effective day of their resignation.

Terminations

3.13 Supervisor will consult with the HR EEO Department prior to termination.

3.14 Supervisor will determine if there may be a potentially hostile situation with the employee's termination and may contact the Internal Security Director or Oneida Chief of Police for assistance.

Appeals

3.15 All employees in regular or temporary statuses may appeal termination of employment.

*NOTE: This Work Standard does not apply to Elected and Appointed Officials or Politically Appointed staff.

4.0 References

4.1 Personnel Policies and Procedural Section V

Employee Separation Checklist

A tool for supervisors to use when separating an employee

- Send email to your HR Representative which includes the following information:
Employee name and employee #, Separation date, Separation reason: (e.g. quit, dismissal, retirement, death, Contract End, Transfer/reassignment, and/or Political Appointment End). You may attach supporting documentation.
- Items which should be returned to supervisor (as applicable to the position):
 - Employee Badge
 - Desk Keys
 - Door Keys
 - Security Access Code
 - Ramp Access Card
 - Cell Phone/Pager
 - Laptop Computer
 - Tribal Documents taken Home
 - Employee was informed to return uniforms
- Contact Kronos administrator to remove employee from Kronos (e.g. Remove hours from kronos for exempt employees)
- Complete a R.F.S. to remove employee from Groupwise, Infinium, Computer access, etc. Send R.F.S. to rfs@oneidanation.org
- Contact Building Administrator to remove employee from building security codes, eye dots, etc.
- Does the employee need to be removed from any "sign-off authority forms.
- Assess if work area locks and/or security codes need to be changed
- Remove employee from access to vendor(s) information.

***This list may not be all inclusive; you may adjust the checklist to your department needs.*