

County of Gloucester
Human Resources Manual

CHAPTER:	3 - CHANGES IN EMPLOYMENT & SEPARATION FROM SERVICE	ADOPTED: 3/7/06
SECTION:	9 – SEPARATION FROM SERVICE	REVISED: 5/22/24

Before, or on, an employee's last working day, an exit interview shall be conducted by the Department Head/Designee 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. Department Head/Designee should obtain employee's forwarding address if applicable and advise employee of disposition of his/her final check.

Department Head/designee:

Notifies Administration, Human Resources, Treasury and Information & Technology of an employee's resignation as soon as possible via HR 3.9 Exhibit D, 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 E, 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 D to hrdept@co.gloucester.nj.us.

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

- For IT, send to ggrasso@co.gloucester.nj.us
- For ER, send to sbruynell@co.gloucester.nj.us

Human Resources:

Communicates effects on pension and health benefits for HR 3.9 E, titled "Exit Interview."

Notifies the appropriate parties such as the benefits administrator, NJCSC, and pensions.

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Treasurer/designee:

Verifies whether there are any outstanding debts.

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 D and e-mails to hrdept@co.gloucester.nj.us.