

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # HR 13
Title: Separation from Employment and Exit Interviews		
Effective Date: October, 1996	Administering Authority: Human Resources Dir.	
Revisions:		
Statutory Authority (if applicable):		

Purpose: To provide employees with proper benefit information and the opportunity to discuss any issues or concerns upon their separation from employment with the Department.

Policy:

The Human Resources Office shall establish a systematic and uniform procedure for separating employees. In order to initiate the separation of an employee, the Commerce Human Resources Office should be notified **immediately** upon notice of the separation. Any delay in notification could result in the delay of the employee's final paycheck. In addition, the following should be sent to the Human Resources Office as soon as possible:

- Personnel Action Request Form indicating the date of separation and reason for separation,
- A copy of the resignation letter,
- A time sheet(s). **Time sheets are required in order to check for accuracy of leave balances and to be paid for any unused annual leave (up to 240 hours) in a timely manner.**
- A copy of the Department's Separation Checklist

Exit Interview

Prior to separation, a copy of the "Separation" Checklist must also be completed.

An exit interview shall be conducted by the Division/Commission Personnel Representative or the Benefit Administrator for any employee separating from employment with the Department of Commerce. Such an interview will serve to:

- advise the employee of benefit options which may be available to them
- provide the employee an opportunity to discuss any issues or concerns regarding their employment or separation
- assist management with the assessment and evaluation of turnover within the department
- ensure that all State property and credit cards have been turned in to the proper authority

Managers separating an employee must complete an "Separation" form prior to separation. Performance Appraisals of these employees must also be completed prior to separation. These forms are available in the Human Resources Office.

Retirement

See Commerce Benefits Administrator directly to complete the necessary retirement papers that are required. Contacting the North Carolina Retirement System directly may delay the processing of your retirement forms.