



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

**Title:** Employee Separation Procedures

**Related Policy:** FDJJ – 1003.11

### I. DEFINITIONS

**Appropriate Parties** – Refers to those offices with the responsibilities of canceling access to the following: Purchasing Card, FLAIR Account, Management Information Systems (MIS) Network Account, Juvenile Justice Information System (JJIS) Access, Vendor File, Human Resources, Payroll, Cell Phone, and MyFlorida Market Place.

**Employee Separation Form** (Attachment 1) – A notice to be completed by the immediate supervisor to document the reason for separation and receipt of certain property from the separating Other Personal Service, Career Service, Selected Exempt Service, or Senior Management Service employee.

**Involuntary Separation** – Dismissal or failure to satisfactorily complete the probationary period.

**Lay-Off** – Separation of employment due to a shortage of funds or work, or a material change in the duties or organization of an agency, including the outsourcing or privatization of an activity or function previously performed.

**Personnel Action Request (PAR)** – An electronic form employee movement and action, which requires information to be entered into various screens in the People First System.

**Personnel Action Request (PAR) Checklist** – A document (regional or headquarters) located on the Human Resources' intranet website (under [payroll](#), then separation) which identifies the required information needed to successfully process personnel actions.

**Resignation in Lieu of Dismissal** – The act of resigning while there is an open investigation that may result in disciplinary action, including dismissal or the act of resigning after authorization to terminate has been approved pursuant to the Delegation of Disciplinary Authority Policy.

**Retirement** – A separation from employment with the State of Florida after becoming vested and satisfaction of eligibility criteria for receiving retirement benefits.

**Separation** – The act of removing an employee from an established position or removing an employee from OPS employment. A separation may be voluntary and initiated by the employee or the separation may be involuntary as the result of failure to perform duties, a disciplinary action, etc.

**Separation Notification System (SNS)** – A Department of Juvenile Justice (DJJ) system used by Managers/Supervisors to notify appropriate parties of employee separations.

**Voluntary Separation** – Separation initiated by the employee.

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### II. STANDARDS/PROCEDURES

#### A. Voluntary Separations:

1. Employees who are resigning, retiring (normal/early), or retiring prior to their DROP termination date shall notify their supervisor, in writing, two weeks in advance of the effective date. Should the supervisor receive a verbal resignation, the supervisor should document, in writing, the conversation with the date, time, effective date for the resignation, and whether it was accepted.
2. Employees who are resigning on their DROP termination date, **do not** need to provide a letter of resignation. The employee shall notify their supervisor two weeks in advance of the DROP termination date.
3. Unless the resigning employee is under investigation or has pending disciplinary action against them, the supervisor shall immediately accept the employee's resignation in writing by using the [Separation Acknowledgement Letter](#) (Attachment 2) or indicating acceptance of the resignation on the letter submitted by the employee. A copy of the fully executed acceptance will be provided to the employee upon receipt of the employee resignation. For those employees who offer their resignation while under investigation or while disciplinary action is pending against them, a supervisor may only accept the resignation after consultation with the Office of General Counsel and approval of the appropriate Regional Director or Headquarters Administrator.
4. Supervisors should reference the PAR Checklist (regional/headquarters) and work with their respective [Human Resources \(HR\) Liaison](#) when processing an employee separation.
5. Supervisors shall complete the notice of the employee's separation in the [Separation Notification System \(SNS\)](#).
6. Supervisors shall complete the [Employee Separation Form](#) upon receiving notification that the employee is separating, obtain employee signature for returning state property and provide a copy to the employee. A supervisor shall not allow the employee to perform services to the Department after the separation date.
7. Supervisors located in circuits/regions shall complete the separation PAR in the People First System. Please reference [Processing an Employee Separation in the People First System \(PF\)](#) of these procedures (Section II., F).
8. Supervisors located in headquarters (HQ) shall proceed to the next Step. Separation PARs for Headquarters (HQ) positions are processed by Human Resources.
9. The following documents shall be forwarded to the Bureau of Human Resources at least one week prior to the date of separation via email to [HR Payroll](#):
  - a. Copy of Completed PAR (circuits/regions ONLY);
  - b. PAR Checklist;
  - c. Letter of Separation (resignation letter);

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d. [Separation Acknowledgement Letter](#);

e. [Employee Separation Form](#).

10. Supervisors shall ensure the employee's performance evaluation and final timesheet has been completed.

**B. Employee Separation due to Retirement:**

1. When applying for retirement, the employee is responsible for notifying the Bureau of Human Resources (BOHR) at least 60 days prior to an anticipated retirement date to allow sufficient time for processing required documents.
2. BOHR will provide the employee with general information concerning insurance coverage and the proper retirement forms to be completed.
3. Employees shall give written notice of their intent to resign due to retirement, before the effective date.
4. The supervisor shall complete Steps 3 through 10, of Section II, A, of these procedures.
5. There are four (4) retirement options available to eligible employees:
  - a. Normal Retirement;
  - b. Deferred Retirement Option Program (DROP);
  - c. Early Retirement;
  - d. Disability Retirement.
6. Before retirement, an employee must furnish the required documents based on their retirement option to the Retirement Coordinator in the BOHR. The following is a list of documents for reference:
  - a. [Application for Service Retirement, FR-11](#)
  - b. [Notice of Election to Participate in the DROP and Resignation of Employment \(DP-ELE\)](#)
  - c. [Application for Service Retirement and DROP \(DP-11\)](#)
  - d. [FRS Pension Plan Option Selection for Members \(FRS-11o\)](#)
  - e. [Spousal Acknowledgement \(SA-1\)](#)
  - f. [DROP Leave Payment Request Form](#)
  - g. [Employee Birth Verification Form \(BVR-1\)](#)
  - h. [Beneficiary Designation Form – Retired Members and DROP Participants \(FST-12\)](#)

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7. If the retiring employee desires to claim retirement credits for military service or credit for previous State or other qualified employment, an [Information Request \(FR-9\)](#), and a Statement of [Military Eligibility \(MF-1\)](#) must be completed and submitted to the [Division of Retirement](#). The Division of Retirement will determine whether previous employment or military time may be considered creditable service towards retirement, and any associated costs:
    - a. Please submit a check or money order payable to the Division of Retirement for any monies due the retirement account.
  8. The Retirement Coordinator in BOHR will forward all applicable forms to the Division of Retirement.
- C. Involuntary Separations (Dismissals or Failure to Satisfactorily Complete Probationary Period):
1. Supervisors shall follow the procedures indicated in the Department's Delegation of Disciplinary Authority in order to obtain approval and authorization to dismiss employees for cause; OPS, SES, or SMS employees for cause or reasons other than cause; and probationary Career Service employees for cause or failing to satisfactorily complete probationary period.
  2. After final agency action authorizing dismissal has been administered:
    - a. Supervisors should reference the PAR Checklist (regional/headquarters) and work with their respective [Human Resources \(HR\) Liaison](#) when processing an employee separation.
    - b. Supervisors shall provide notification of the employee's separation in the [Separation Notification System \(SNS\)](#).
    - c. Supervisors shall complete the [Employee Separation Form](#), obtain state property and the employee's signature (when possible) and provide a copy to the employee. A supervisor shall not allow the employee to perform services to the Department after the involuntary separation date.
    - d. If the resignation/separation is in lieu of dismissal, or while there is a pending investigation, the designated agency representative shall provide supporting documentation along with the Employee Separation Form to the Bureau of Human Resources for the official personnel file to be noted.
    - e. Supervisors located in circuits/regions shall complete the involuntary separation PAR in the People First System. Please reference [Processing an Employee Separation in the People First System \(PF\)](#) of these procedures (Section II., F).
    - f. Supervisors located in headquarters (HQ) shall proceed to the next step. Separation PARs for Headquarters (HQ) positions are processed by Human Resources.
    - g. The following documents shall be forwarded to the Bureau of Human Resources at least one week prior to the date of separation via email to [HR Payroll](#):
      - i. Copy of Completed PAR (Circuits/Regions ONLY);

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- ii. PAR Checklist;
- iii. Documentation to Substantiate the Involuntary Separation;
- iv. [Employee Separation Form](#) (signed by the respective Assistant Secretary/Director).

3. Supervisors shall ensure the employee's performance evaluation and final timesheet has been completed.

**D. Separation Process as the Result of an Employee's Death:**

1. Supervisors **shall not** initiate a PAR as a result of an employee's death. Rather they shall immediately notify the BOHR Benefits Coordinator via telephone and/or email to [HR Benefits](#) to process the separation action on the employee.
2. The supervisor shall notify the BOHR of the number of hours worked in the pay period the death occurred, contact name, and telephone number of the next of kin.

**E. Separations Due to a Layoff:**

1. All separation PARs due to layoff shall be processed by the BOHR.

**F. Processing an Employee Separation in the People First System (PF):**

1. It is important to separate an employee in the People First System during the pay period of the employee's last day with the agency to avoid salary overpayment.
2. Supervisors must ensure the last day worked reflected on the PAR is the exact date identified pursuant to the letter of separation.
3. Separation PARs must be completed before the final timesheet can submitted and approved.
4. Both the supervisor and employee must ensure the time worked is accurate and has been submitted and approved in the People First System.
5. Supervisors **should not** initiate a PAR to separate an employee when the employee's movement is from one program area or facility to another within the Department. The receiving supervisor should initiate the PAR moving the employee to the new unit/program/facility.
6. It should be noted that "Acted Upon" and "Completed" are two different actions and both are required when processing a PAR.
7. If after following the listed instructions, the employee is not separated, the supervisor/manager/HR liaison **must** contact the Bureau of Human Resources who will work with the People First Service Center to complete the process. It is important that supervisors **do not** create a second PAR.

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### G. Employment Verifications/Reference Checks:

1. The BOHR shall complete all employment verifications/reference checks for current and former DJJ employees, to include internships.
2. For internships, the manager, supervisor, or the respective [Human Resources \(HR\) Liaison](#) must provide BOHR with the following information for verification:
  - a. Name;
  - b. Dates of Internship;
  - c. Position Title.
3. BOHR will only verify the following information, for current and former DJJ employees, to include internships:
  - a. Name;
  - b. Dates of Employment/Internship;
  - c. Position Title(s);
  - d. Rate of Pay.
4. Information regarding employee records (i.e. performance evaluations, disciplinary actions, investigations, counseling, corrective action plans, settlement agreements, etc.) must be requested. Requests may be made in person, by phone (850.414.6239), fax (850.921.6700), email ([PublicRecordsRequest@djj.state.fl.us](mailto:PublicRecordsRequest@djj.state.fl.us)), or regular mail (Bureau of Human Resources, Attn: Public Records; 2737 Centerview Drive, Tallahassee, FL 32399-3100). BOHR will provide copies of the requested information from the official personnel file. Public records requests are handled on a first in, first completed basis. When providing a copy of a public record, a fee may be charged. Please reference [FDJJ 1910P Requests for Department Records](#) procedures.

### III. ATTACHMENTS

Attachment 1 [Employee Separation Form](#)

Attachment 2 [Separation Acknowledgement Letter](#)

### IV. HELPFUL LINKS

[Retirement/Deferred Retirement Option Plan](#)

[DROP Packet](#)

[Guide for Processing Appointment and Separation Personnel Action Requests](#)