

# State Human Resources Policy #E24-110.03

## Termination

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### **DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General

Termination – The action taken by an Agency against an employee to separate the employee involuntarily from employment.

### **POLICY**

1. In the event of an employee termination, the Program Managers and Department Heads, and/or their designated representatives, will take all necessary step to protect the dignity of the terminated employee, ensure the safety and well-being of Agency employees and visitors, and maintain and protect the public image of the South Carolina Military Department (Agency).
2. Program Managers and Department Heads, and/or their designated representatives will (as a minimum):
  - Ensure the terminated employee is not left unattended until the employee has departed the Agency property
  - Assist or assign an employee to assist the terminated employee in gathering and removing their personal property from the facility in a timely manner
  - Do not allow the terminated employee access to IT or computer systems
  - Take control of all State or Agency owned property (e.g., ID cards, access cards, keys, vehicles, computers, cell phones, fuel cards, credit cards, mobile hotspots, uniforms, etc.). If the employee does not have the Agency property with them, coordinate a time for the employee to bring in the items.
  - Terminate access cards and/or change access codes for buildings and systems to which the employee had access
3. Program Managers and Department Heads, and/or their designated representatives will ensure their network administrator (as a minimum):
  - Immediately delete the terminated employee's access to any State or Agency network
  - Isolate and save the employee's emails and files for review by the employee's supervisor
  - Set up an automatic forward for the employee's emails to a designated alternate contact
  - Establish an automatic reply to all incoming email for the employee that the individual is no longer with the agency and provide alternate contact information
4. Refer to State Human Resources Policy #E24-110.02 (Employee Exit Interview / Survey) for the requirements as it pertains to terminations.

## **PROCEDURE**

1. Program Managers, Department Heads, or their designated representative will coordinate with the South Carolina Military Department's State Human Resources Officer (State HRO) prior to initiating termination actions unless there is an immediate threat of violence or unsafe actions.
2. Program Managers, Department Heads, or their designated representative will conduct the termination in a private setting in order to protect the dignity of the employee. However, the Program Managers, Department Heads, or their designated representative will ensure there is at least one other Agency employee in the room.
3. Program Managers, Department Heads, or their designated representative will document the termination and submit the documentation, along with a Personnel-Payroll Action Request (PAR) Form, to the State HRO.
4. The State HRO will maintain the records of all terminations.