


LDH Employee Offboarding Policy

	Louisiana Department of Health (LDH)	
	Policy Number	134.2
	Content	Policy and procedures for offboarding employees due to their separation, transfer or suspension from LDH
	Effective Date	December 18, 2023
	Inquiries to	Office of Management and Finance Division of Human Resources, Training and Staff Development P. O. Box 4818 Baton Rouge, Louisiana 70821-4818

LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department's reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

This policy provides guidelines for offboarding LDH employees as they separate from LDH, transfer from or within LDH, or LDH suspends them from duty. The purpose of the LDH offboarding process is:

- To help LDH learn more about the employee's experience while working at LDH;
- To keep the impact of the employee's departure on LDH's business to a minimum;

- To ensure that state property and other items loaned to the employee are returned to LDH;
- To ensure the removal of access to computer systems provided to the employee by the Division of Administration/Office of Technology Services (OTS) or LDH.

II. APPLICABILITY

This policy applies to all LDH employees.

III. DEFINITIONS

Appointing Authority – An officer or employee authorized by statute or by lawfully-delegated authority to make appointments to positions in the State Service.

Human Resources Manager – A Human Resources Manager who is located in the LDH Division of Human Resources and who is assigned to provide a full range of human resources services.

LaGov ERP – A computer-based integrated enterprise system provided by the Louisiana Division of Administration and used by the executive branch departments in the State of Louisiana, including LDH.

Louisiana Employees Online (LEO) – Employee access to time, pay information and training records stored in LaGov ERP.

Office of Technology Services (OTS) – A division of the Louisiana Division of Administration that is the primary provider of technology services for state agencies, including LDH.

Program Office – A major statutory organization within LDH. Currently the LDH Program Offices are Office of the Secretary/Office of Management and Finance, Office of the Surgeon General, Medical Vendor Administration, Office of Aging and Adult Services, Office of Behavioral Health, Office for Citizens with Developmental Disabilities, Office of Public Health, Office of Women’s Health and Community Health, Louisiana Emergency Response Network, and Louisiana Council on Developmental Disabilities.

Safety/Security and Administrative Services (SSAS) – A division within LDH responsible for functions such as workforce and building safety/security, property control, vehicle management and telecommunications.

IV. EMPLOYEE RESPONSIBILITIES FOR OFFBOARDING

Employees who are voluntarily separating or transferring shall complete the following steps **prior to their separation or transfer date:**

- A. If possible, give their supervisor at least a two-week advance notice of their anticipated separation or transfer date.
- B. Submit a completed and signed SF-14 Resignation and Exit-Interview Report, a letter of separation or transfer, or other written communication regarding their separation or transfer to their supervisor.
- C. Complete the LDH Exit Survey/Questionnaire (HR-65) and submit the form to their Human Resources Manager, along with a copy of their resignation or transfer letter.
- D. Take proactive steps to return all state property and other items that LDH has loaned to them; LDH may refer any instances of failure to return state property to the appropriate law enforcement agency.
- E. Update their voicemail message to advise callers of their separation or transfer and provide forwarding information. Provide their voicemail password to their supervisor. Provide the passcode for any LDH-issued cell phone to their supervisor.
- F. Verify or update their mailing address in LEO. Note: For tax purposes, employee should notify Human Resources of any address change that occurs after separation or transfer.
- G. Close out any outstanding travel vouchers and/or travel advances.
- H. Contact Human Resources at 225-342-6477 to obtain information regarding their final paycheck, leave and benefits.
- I. Turn in their ID Badge to their supervisor or Human Resources prior to leaving on their last day at work. LDH will provide the employee with a voucher to exit the parking garage if applicable.
- J. Remove all their personal belongings from the workplace prior to leaving on their last day at work.

V. PROGRAM OFFICE'S RESPONSIBILITIES FOR OFFBOARDING

- A. Notify Human Resources - If the employee has given prior notice of their separation or transfer, the Program Office shall notify the Human Resources Manager of the date of the employee's separation as soon as possible. If the employee has given no prior

notice, the Program Office shall notify the Human Resources Manager immediately upon the employee's separation or transfer.

- B. Ensure compliance with the following LDH policies' sections on offboarding:
 - LDH Policy #141 – LDH Objects on Loan Policy (Section IV.D.#1-4)
 - LDH Policy #143 – Management of System Access (Section IV. B and C)
 - LDH Policy #61 – Moveable Property (Section V)
- C. Ensure that the employee has submitted an SF-14 Resignation and Exit – Interview Report, a letter of separation or transfer, or other written communication regarding their separation or transfer to their supervisor, and that the appointing authority has signed the SF-14 or letter; submit the signed SF-14 or letter to Human Resources.
- D. Ensure no time entries are outstanding in LEO and, if used, leave slips, timesheets, and leave certification forms are completed and signed.
- E. OPTIONAL - Conduct a closeout Performance Evaluation and submit a copy of the completed PES form to the Human Resources Manager.
- F. Advise employee to contact Human Resources at 225-342-6477 to discuss their final paycheck, leave and/or benefits.
- G. Retrieve employee's work files; discuss unfinished work with the employee and develop a plan for completion of the work.
- H. Complete a request for personnel action for the separation or transfer and submit the request for personnel action to Human Resources no later than two business days prior to the date of separation or transfer, or immediately upon separation or transfer if the employee gave no prior notice. The request for personnel action may be in the form of a Request for Personnel Action Form (HR-1) or an Electronic Personnel Action Request (ePAR).

VI. SPECIAL PROVISIONS FOR INVOLUNTARY SEPARATIONS AND SUSPENSIONS

- A. The Program Office shall notify their Human Resources Manager as soon as a decision is made to separate or suspend an employee involuntarily.
- B. The Program Office should arrange that access to systems is restricted at the time they are meeting with an employee who is being involuntarily separated or suspended.

- C. The Program Office shall notify SSAS of the employee's separation or suspension and request deactivation of the employee's badge, building access and other points of access and shall notify SSAS if a security escort is going to be required.
- D. The Program Office shall submit a request for personnel action for the involuntary separation or suspension to Human Resources. The request for personnel action may be in the form of a Request for Personnel Action Form (HR-1) or an Electronic Personnel Action Request (ePAR).

VII. VIOLATIONS

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Letters issued for corrective action are at the sole discretion of the Appointing Authority. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

LDH may refer any instances of failure to return state property the appropriate law enforcement agency.

VIII. REFERENCES

LDH Policy #141 – LDH Objects on Loan Policy

LDH Policy #143 – Management of System Access Policy

LDH Policy # 61 – LDH Moveable Property

LDH Policy #10 – Travel Regulations

DOA/OTS – Information Security Policy

IX. REVISION HISTORY

Date	Revision
December 2, 2020	Policy created
December 2, 2020	Housekeeping Change - Title
January 24, 2022	Housekeeping Change – Corrected numbering in Section IV (pages 2-5)
December 18, 2023	Policy revised
February 7, 2024	Policy updated – Section V.E (page 4)
July 18, 2024	Policy updated