



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

Jerry Hodnett, Acting Director
Human Resources

November 17, 2014

ADMINISTRATIVE MEMORANDUM: 15-2014

TO: DPS Managers and Supervisors

FROM: Jerry Hodnett

RE: Separation Checklist

This memorandum serves to notify NCDPS management of a newly required Department-wide form: the Employee Separation Checklist. Representatives from each division collaborated with Human Resources staff to create a comprehensive employee separation checklist that can be used across all agency functions. The checklist provides managers/supervisors with a guide to what items must be returned by the employee and what actions must be completed by the supervisor.

It was recognized that there may be circumstances where a division or section-specific supplement will be needed. Section Heads may develop supplemental lists as necessary and will be responsible for implementing any supplement and for communicating any additional employee separation process requirements to DPS Human Resources for possible future inclusion in the form.

The Employee Separation Checklist will be posted to the DPS website for electronic access.

Thank you for your attention in this matter.

JH:mks

Attachments: Employee Separation Checklist

cc: Secretary Frank L. Perry
Chief Operating Officer Lorrie L. Dollar
Commissioner W. David Guice
Commissioner Gregory K. Baker
Commissioner William A. Crews

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