





SOP Reference #: HR001

Operation/Task:	Termination of Employee			Equipment:	NA
Owner:	Human Resources Manager	Date Created:	03/01/2023	Department:	Human Resources
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the termination process of a temp-to-perm worker with Building/Network Access.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Termination of Full-time/Part-time Employees Managers will immediately notify the Human Resources Manager when a full-time/part-time employee resigns or is terminated.	 Manager will send an email to the Human Resources Manager with the Employee's name, department and date of termination. Manager will forward a copy of the employee resignation letter to their Vice President and the Human Resources Manager ASAP. Manager will complete a Payroll Status form immediately and forward to their Vice President, who will approve and forward to the Human Resources Manager.	To shut off building and network access for terminated employees timely.
2.		Human Resources Manager will follow-up with Manager to see if this position will be replaced.	 Human Resources Manager will send Hiring Manager an email requesting this information. Hiring Manager will complete a Personnel Requisition form if position will be replaced and send form to be approved by their Vice President. Vice President will approve form and forward a copy to the Human Resources Manager.	

3		Human Resources Manager will notify IT that the employee has terminated (or the date the employee will be terminating).	Human Resources Manager will enter a TrackIt with this information.	
---	--	---	---	--

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 0	First posting to intranet	Judy Arrett	3/23
Rev 1	Removed Director of Human Resources and Senior Talent Acquisition & Training Specialist and replaced with Human Resources Manager throughout document.	Cristi Trost	7/23