



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 1/18/2018

Subject: Employee Separation

Section: FDJJ – 1003.11

Originating Office: Administrative Services

Authority: 60L-30, Florida Administrative Code

Related References: FDJJ Employee Handbook
FDJJ - 1002.03, Attendance and Leave Policy
Delegation of Discipline Authority – Memorandum from Secretary Daly

Purpose: This policy establishes the requirements for reporting separation of Department of Juvenile Justice (DJJ) employees and establishes authorization for employment verification and reference checks for separating or to be separated employees. This policy applies to all DJJ employees.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- Managers/Supervisors are responsible for immediately initiating any personnel action and providing notification by use of the DJJ Separation Notification System (SNS) of any voluntary or involuntary departure of their employees. This notification is to mitigate the unauthorized access and use of confidential data by former employees. Once the notification is received, all parties involved must cancel or inactivate the employee's DJJ Network and Systems.
- Employees should notify their immediate supervisor of their intent to resign. Supervisors are required to timely enter the separation of the employee in the DJJ Separation Notification System and initiate Personal Action Request (PAR) of separating employee, when known, and preferably at least one week prior to the employee leaving DJJ.
- Managers/Supervisors shall complete DJJ Employee Separation Form (Attachment 1) on all employees separating from the agency. A copy of the Employee Notice of Separation shall be provided to the employee.

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- Managers/Supervisors shall refer all request for employment verifications and reference checks to the Bureau of Human Resources.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.