



# Illinois Department of Corrections

## Administrative Directive

Number: <b>01.02.155</b>	Title: <b>Procedures for Transfer or Separation of an Employee</b>	Effective: <b>11/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i>	<b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	01.02.155 effective 4/1/2014	

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-1C-07, 17, 20
<b>Referenced Policies:</b> 02.60.135, 03.02.107, 03.03.104	<b>Referenced Forms:</b> DOC 0102 – Personally Assigned Equipment DOC 0122 – Employee Exit Interview DOC 0151 – Employee Transfer or Exit Checklist DOC 0329 – Signature Authority

### I. POLICY

The Department shall ensure, upon transfer or separation of employees for any reason, that all State equipment or property be returned to the Department or transferred as appropriate. Action may be taken to recover the cost of items not returned or of tuition reimbursed for which the employee did not complete the required work commitment.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to provide guidelines to staff to ensure appropriate actions are taken upon notice of an employee's transfer or separation.

#### B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

#### C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

#### D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

#### E. Definitions

For purposes of this directive:

Separation – leaving the employment of the Department.

Transfer – transfer, promotion, reassignment or reduction to another position within the Department, regardless of whether there is a geographic or work location change.

Unit Manager – the supervising manager, regardless of title.

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**F. General Provisions**

1. All employees shall be advised of, and provided access to, this directive to ensure appropriate actions are completed when an employee is separating from the Department or transferring within the Department for any reason.
2. The employee is responsible for returning all State property, credit cards, cell phones and PDA (personal data assistant) devices upon transfer or separation, or ensuring the property is properly transferred. The employee may be required to reimburse the Department for any items that have not been properly accounted for or that have not been returned.
3. The employee may be subject to recovery of the costs of tuition reimbursed by the Department or tuition paid by the Upward Mobility Program, if the work commitment obligation required under the respective program has not been satisfied.
4. Actions required by this directive should be taken prior to separation or transfer, when possible. In the event of separation due to death or disability, actions may be taken on behalf of the employee to ensure all State equipment and property is promptly returned to the Department.
5. Each facility may establish local procedures to address when and where property or equipment items are to be returned, such as the Armory, Bureau of Identification, Clothing Room or Training Academy.

**G. Requirements**

1. Upon notification of separation or transfer, the appropriate Supervisor shall notify the Unit Manager who shall notify the Personnel Office.
2. The Personnel Office shall:
  - a. Notify the Business Administrator;
  - b. Ensure all personnel paperwork is processed; and
  - c. Initiate and forward the Employee Transfer or Exit Checklist, DOC 0151, to the Unit Manager.
3. If applicable, the Business Administrator shall forward a copy of the Personally Assigned Equipment, DOC 0102, signed by the employee, or a comparable list of such equipment to the Unit Manager who shall forward a copy to the employee's Supervisor with the DOC 0151.
4. The Supervisor shall meet with the employee to confirm the separation or transfer date and to document any personally assigned equipment or property that must be returned or transferred, and to whom, on the DOC 0151. Any computer access, signature authority or credit card that needs to be terminated shall also be documented on the DOC 0151.
5. The separating or transferring employee shall, if applicable:
  - a. Return all property or equipment items, as directed, on the DOC 0151 including, but not limited to:
    - (1) The Identification Card;
    - (2) Badge, special credentials, keys or key tags, credit cards;

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- (3) Vehicle and vehicle credit cards and keys;
- (4) Any portable computer equipment and peripherals;
- (5) Cellular phones, PDA devices and radio equipment;
- (6) Uniforms or other clothing items; and
- (7) Security items, such as ballistic vests, handcuffs and cuff keys, weapons, ammunition and chemical agents.

- b. Obtain the initials on the DOC 0151 of the receiving individuals when the items are returned.
- c. Sign, as the releasing officer, on any transfer documents for controlled property.
- d. Sign and return the DOC 0151 to the Supervisor for processing.

**NOTE:** If the employee is unable or refuses to sign, the supervisor shall assume responsibilities and shall sign and date the DOC 0151, and indicate why the employee signature wasn't obtained, (i.e. death, lock-out, etc.)

- 6. Individuals who are receiving or transferring items shall initial on the DOC 0151 and ensure other required documentation is completed, such as, property control records, armory receipts, key control records, etc. All items received, including type, quantity, serial numbers, etc., shall either be documented on the DOC 0151 or on a separate record. Items that have been issued, but not returned, shall also be noted.
- 7. The Supervisor shall:
  - a. Ensure all items have been returned or transferred, as required, or notify the Unit Manager of any items that have not been returned.
  - b. Notify the Manager of Information Services Unit or the facility LAN Administrator, whichever is applicable, to have the employee's access to applicable computer system(s) terminated at the close of business on the employee's date of separation or transfer. This action shall be documented on the DOC 0151.
  - c. Forward the completed DOC 0151 to the Business Administrator, along with any returned credit cards or Signature Authority, DOC 0329.
- 8. The Business Administrator shall review the DOC 0151 and, if applicable, document the following action on the form:
  - a. Return any credit cards and notify the Fiscal Services Unit to cancel the credit cards effective at the close of business on the employee's date of separation or transfer.
  - b. Notify the Chief Administrative Officer to revoke signature authority.
  - c. Indicate whether or not all items were returned, and take the action needed to recover any items.
  - d. Contact the Tuition Reimbursement Coordinator to determine whether an employee who voluntarily leaves State employment has received any tuition reimbursement, and whether any required work commitment obligations have been satisfied in accordance with Administrative Directive 03.03.104.

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- e. Take appropriate action to recover any monies due from the employee for the value of non-returned items or for tuition reimbursed in accordance with Administrative Directive 02.60.135.
  - f. Maintain one copy in the Business Office, forward a copy to the employee and forward the original completed DOC 0151 to the Personnel Office for filing in the employee's personnel file.
9. The Tuition Reimbursement Coordinator shall determine whether the employee has received tuition reimbursement that is subject to a work commitment. If so, the Coordinator shall:
- a. Determine whether or not any required work commitment has been satisfied;
  - b. If the work commitment has not been satisfied, calculate the amount of repayment due from the employee in accordance with 80 Ill. Adm. Code 303.390; and
  - c. Notify the Business Administrator of any amount due from the employee so that appropriate action may be taken.
10. Personnel staff shall:
- a. Where appropriate, notify the Executive Director of the Central Management Services Upward Mobility Program of the separation date of any employee who is leaving State employment so he or she may determine whether repayment of any tuition, paid by the Upward Mobility Program, is due from the employee.
  - b. Address retirement, insurance, unemployment, vacation and other termination benefits with the employee.
  - c. When the employee is leaving the Department, give the employee an Employee Exit Interview, DOC 0122, and advise the employee that completion and submission of the form to the Office of Affirmative Action is voluntary.
  - d. Ensure appropriate personnel paperwork is completed.
  - e. File the original DOC 0151 in the employee's personnel file.
  - f. Transfer the employee's personnel file in accordance with Administrative Directive 03.02.107, or maintain the separated employee's personnel file in accordance with the approved record retention schedule.
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