



NOTICE OF SEPERATION

This notice is in accordance with the Socorro County Personnel Policy Ordinance No. 2016-002 section 5.5 which states:

RESIGNATION. An employee voluntarily resigning shall submit in writing to the department director or elected official and the Human Resources Manager, a two-week minimum notice of resignation. An employee's final paycheck may be withheld pending submission of a written notice of resignation. Unless unique circumstances exist, failure to provide timely written notice may be grounds for refusal of future employment with the County. Unauthorized absence from work for a period of three (3) consecutive regularly scheduled working days shall be considered a voluntary resignation.

Failure to satisfactorily complete this form may delay the processing of your final pay check.

SECTION 1: TO BE COMPLETED BY EMPLOYEE

Employee's Name: _____ . With this notice, I hereby submit my resignation from Socorro County.

Date of resignation notice: _____

Last day of employment with Socorro County: _____

Reason for resignation: _____

Employee's Signature: _____ Date: _____

The employee may make arrangements to pick up her/his final pay check or have the check mailed by leaving mailing instructions with the payroll office. The final pay check will be paid at the end of the next pay cycle and shall include all hours worked, plus any allowed leave if applicable.

SECTION 2: TO BE COMPLETED BY DEPARTMENT HEAD/SUPERVISOR

Reason for Separation: Quit Retire Unauthorized absence for 3 consecutive days

Did employee give at least a two-week minimum notice of resignation? Yes No

In some cases, it may be in the best interest of the County and/or employee to waive the 2-week notice requirement. Does the supervisor/department head waive the 2-week notice requirement?
 Yes No

Date of Hire: _____ Is employee eligible for future rehire by Socorro County? Yes No

List all Socorro County property returned by employee (keys, vehicles, phones, equipments, etc)

Did employee return all equipment? Yes No N/A

Has employee been removed from the following Socorro County computer systems?

- Alerts System: Yes No N/A Initials_____ (County Manager)
- County Email: Yes No N/A Initials_____ (County Manager)
- Google Mail: Yes No N/A Initials_____ (County Manager)
- Alarm Codes Yes No N/A Initials_____ (Department Head)
- Door Codes Yes No N/A Initials_____ (Department Head)
- Tyler Incode Yes No N/A Initials_____ (County Manager)
- Tyler ESS Yes No N/A Initials_____ (County Manager)
- Tyler Eagle: Yes No N/A Initials_____ (Assessor or Treasurer)
- ClerkTrac Yes No N/A Initials_____ (County Clerk)
- Shortel Phone: Yes No N/A Initials_____ (County Manager)
- Faxcore: Yes No N/A Initials_____ (County Manager)
- Facility Dude: Yes No N/A Initials_____ (County Manager)
- WEX Card: Yes No N/A Initials_____ (Manager's Office)
- Eteam: Yes No N/A Initials_____ (County Manager by email)
- Netclock: Yes No N/A Initials_____ (Human Resources)
- Public Surplus: Yes No N/A Initials_____ (County Manager)
- LocalGovU: Yes No N/A Initials_____ (Human Resources)
- Server Access: Yes No N/A Initials_____ (ITG)
- Other: _____ Yes No

Was an exit interview held? Yes No

Supervisor's Signature: _____ Date: _____

SECTION 3: TO BE COMPLETED BY COUNTY MANAGER'S OFFICE

Last date of employment: _____

Personal Leave to be paid to employee: _____

Sick Leave to be paid to employee: _____

Comp time to be paid to employee: _____

Date of last check: _____

HR Officer or County Manager Signature: _____ Date: _____