

TRAINING UPDATE

Lab Location: GEC, SGAH & WAH
Department: Mgmt

Date Distributed: 3/21/2014
Due Date: 4/15/2014
Implementation: 4/15/2014

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:	
Resignation	GEC.L13 / SGAH.L15 / WAH.L15 v2
Description of change(s):	
Section 5: update to Self Service and HRSC processes, revise notification process in step 8 Section 6: add computer form Section 9: remove addenda Changes shown in blue on attached SOP This revised SOP will be implemented on April 15, 2014	

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 2)

Non-Technical SOP

Title	Resignation	
Prepared by	Leslie Barrett	Date: 1/22/2009
Owner	Lori Loffredo	Date: 2/21/2011

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

This procedure describes the process for voluntary resignation or discharge.

2. SCOPE

Employment is at will, meaning that either the employee or company can terminate employment at any time, for any reason, with or without cause, or prior notice.

3. RESPONSIBILITY

An employee wishing to terminate employment in good standing is required to provide notice amounting to at least two weeks of working time.
Leadership staff are required to give a minimum of four weeks, working time, notice.

Employees providing less than the required notice shall be considered as having resigned not in good standing. An employee who leaves in other than good standing may be deprived of the opportunity for re-employment.

4. DEFINITIONS

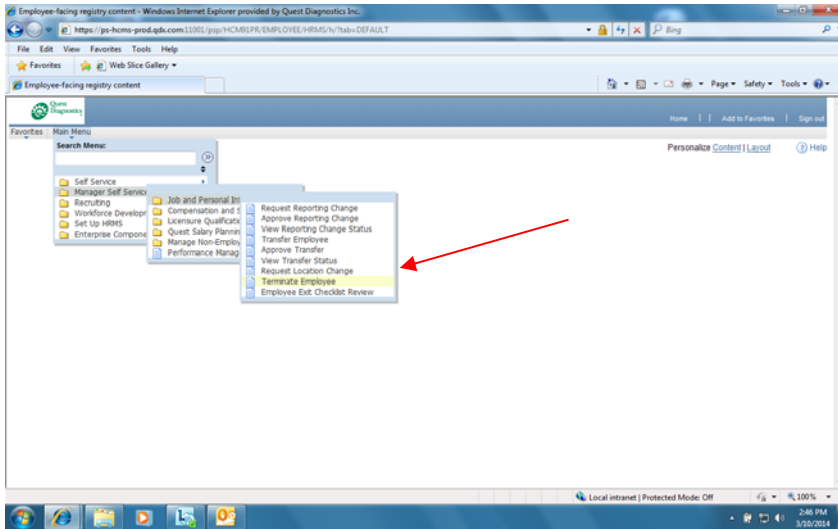
Working Time: the time the employee is on the job and does not include TOP time or other time off.

Discharge: termination of employment by the company.

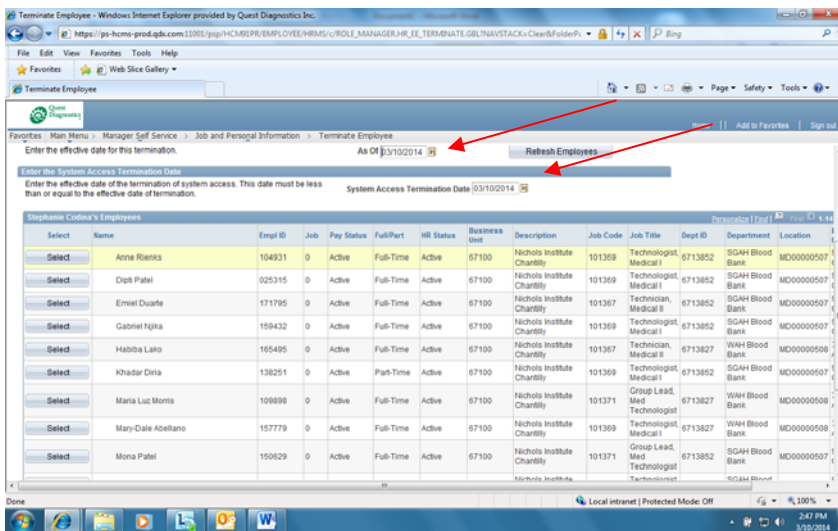
5. PROCEDURE

1. Proper notice should be in the form of a signed letter of resignation **or email** and include the date the resignation is submitted, the planned final day at work, and the reason for the resignation. This letter should be given to the employee's immediate supervisor with a copy sent directly to the Regional Director.

2. Upon receiving the resignation, the supervisor will acknowledge receipt by dating and signing the resignation.
3. The supervisor begins the process by terminating the employee in Manager Self Service. Log onto Employee Self Service and select Manager Self Service > Job and Personal Information > Terminate Employee



The dates selected must be the day **AFTER** the employee's last day of work. The employee's access to Kronos, computer, etc at will be removed at 0800 on the date that is selected.



4. Use Your HR Service Center (HRSC) to submit the resignation letter. You can access HRSC Online Intranet Webpage from the Quest Diagnostics Intranet.
 - a. Select the 'My Team' tab > Employee Data > Employee Termination
 - b. Specific instructions are available as a link
 - c. Upload and submit the resignation letter

How to Terminate an Employee
Terminate Employee
Exit Checklist
Resignation Letter (Template)
Leaving the Company Brochure
Submit Request/Document

5. Complete the Exit Checklist in Manager Self Service after the employee's last day. Select Manager Self Service > Job and Personal Information > Employee Exit Checklist Review
6. For involuntary termination, refer to the 'How to Terminate an Employee' instructions.
7. Termination paperwork will be mailed to the employee's home.
8. The ~~Laboratory~~ section Supervisor / Manager must make the following notifications within 3 working days of all terminations:
 - a. E-mail the LIS Manager to request LIS and HIS access be eliminated. A completed Computer Password Request Form to terminate access must be attached.
 - b. E-mail the QA team to update training and competency data. The QA team will:
 - Deactivate MTS (Medical Training Solutions) access after downloading a complete transcript for employee's competency file
 - Deactivate CAP access for result proficiency testing, if applicable
 - Notify administrative assistant to send all files (personnel, training and competency) to Employee Services
 - c. Send an e-mail to: learningsuite2@ahm.com stating that a contract employee has terminated and include the employee's name.
9. Employees are required to return all Quest Diagnostics and Washington Adventist Property, which includes, but is not limited to, keys, lab coats, and identification badge(s), prior to departure. A forwarding address should be provided so that a W-2 earnings statement can be mailed to the address of record following the end of the year. Employees will be paid for any accumulated TOP.

6. RELATED DOCUMENTS

Resignation form ([Template on HRSC](#))
Computer Password Request Form (AG.F167)

7. REFERENCES

[Your HRSC Online Quick Reference Guide, Quest Diagnostics, Sept 2013](#)

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L024.002		
000	2/21/2011	Update owner and reference	L. Barrett	L. Loffredo
001	3/7/2014	Section 5: update to Self Service and HRSC processes, revise notification process in step 8 Section 6: add computer form Section 9: remove addenda Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L Barrett S Codina	L Loffredo

9. ADDENDA AND APPENDICES

None