

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: Mgmt

Date Distributed: 5/13/2016
Due Date: 5/31/2016
Implementation: 6/1/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Resignation GEC.L13, SGAH / WAH.L15 v3

Description of change(s):

Section 5: update Manager Self Service process

This revised SOP will be implemented on June 1, 2016

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

Approved draft for training (version 3)

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

TABLE OF CONTENTS

1. PURPOSE.....	2
2. SCOPE	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	2
6. RELATED DOCUMENTS	5
7. REFERENCES	5
8. REVISION HISTORY.....	5
9. ADDENDA AND APPENDICES	5

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

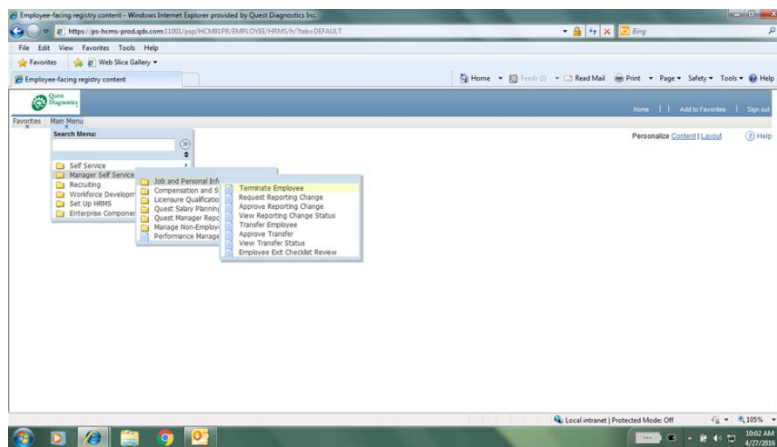
Working Time: the time the employee is on the job and does not include TOP time or other time off.

Discharge: termination of employment by the company.

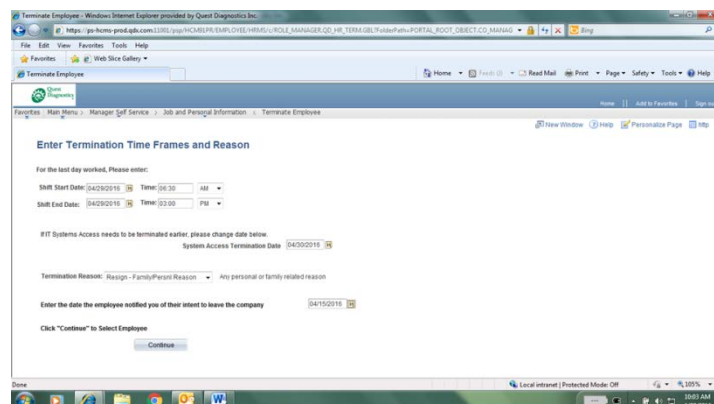
HRSC: HR Service Center, application accessible through HRSC Online Intranet Webpage from the Quest Diagnostics Intranet.

5. PROCEDURE

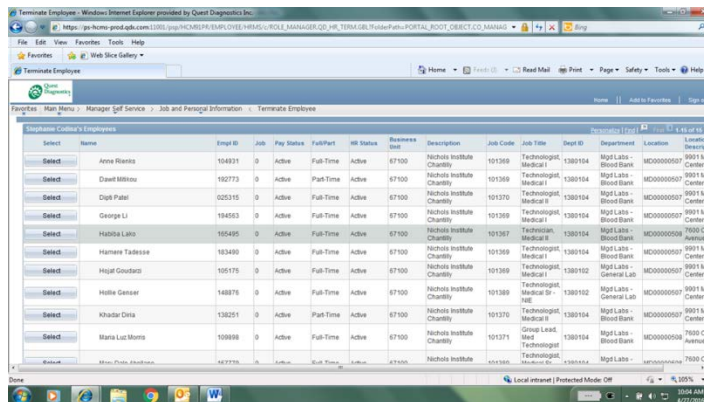
1. Proper notice should be in the form of a signed letter of resignation or email and include the date the resignation is submitted, the planned final day at work, and the reason for the resignation. This letter should be given to the employee's immediate supervisor with a copy sent directly to the Regional Director.
2. Upon receiving the resignation, the supervisor will acknowledge receipt by dating and signing the resignation.
3. The supervisor will document the employee's resignation in Manager Self Service.
 - a. Access Employee Self Service
 - b. Click on "Manager Self Service"
 - c. Click on "Job and Personal Information"
 - d. Click on "Terminate Employee."



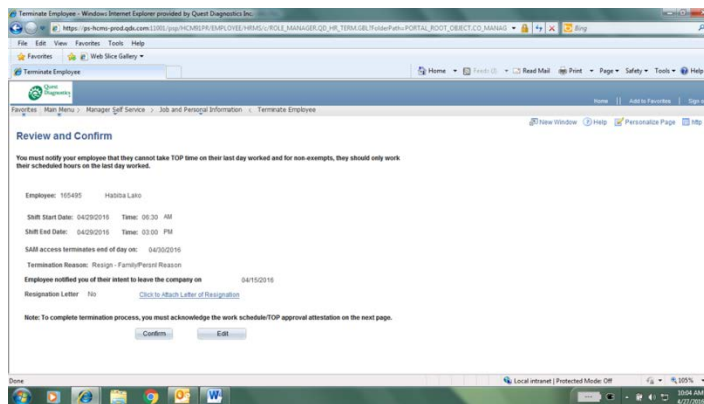
- e. The "Enter Termination Timeframes and Reason" screen will appear.
 - 1) Enter the start and end date and time of the last shift the employee will work.
 - 2) Enter the date on which the employee will lose access to the Quest systems. This should be the day immediately following the last day worked.
 - 3) Select the reason for termination from the dropdown menu.
 - 4) Enter the date on which the employee submitted his/her resignation.
 - 5) Verify that all information is entered correctly and click the "Continue" button.



- f. A list of employees will appear. Select the applicable employee by clicking the “Select” button to the left of the employee name.



- g. Click the link, “Click to attach letter of resignation” and follow the prompts.



- h. Verify the information on the screen and click the “Confirm” button to complete.
- i. Print the “Leaving the Company” manual from the link provided and give to the employee.
- Enter the employees schedule and any TOP (if applicable) into Workforce Central.
 - 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
 - For involuntary termination, refer to the ‘How to Terminate an Employee’ instructions.
 - Termination paperwork will be mailed to the employee's home.
 - The 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:
 - 1) Deactivate MTS (Medical Training Solutions) access after downloading a complete transcript for employee's competency file
 - 2) Deactivate CAP access for result proficiency testing, if applicable
 - 3) 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 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
2	4/28/2016	Section 5: update Manager Self Service process	S Codina	L Loffredo

9. ADDENDA AND APPENDICES

None