

UW Medicine - Pathology

100-04-01-02

Employee Separation Supervisor Responsibility Procedure

Adopted Date: 06/06/03 Revision Date: 05/12/11

PURPOSE

To ensure that security measures, appropriate paperwork and proper communication are managed by the area supervisor when an employee separates.

SCOPE

Supervisors who are involved in the separation of employees in Anatomic Pathology.

PROCEDURE

Employee Resignation:

1. Request employee to give written notice with effective date and their signature, if not already done so.
2. Once written notice is received, provide the notice to the departments Payroll Coordinator. This individual is responsible for handling all separation paperwork and communicating with Human Resources and Payroll Department.

All Separating Employees:

1. Submit a PCS Tech Request via InQ per the Access to Pathology Information Systems procedure and Pathology Information Systems Access policy to notify that the employee is separating their employment. If prior to actual date of separation, provide last working day for the employee.
2. On final day, collect all keys, ID badge and a CryptoCard (if applicable) that have been assigned to the employee. Upon collection give these to the Payroll Coordinator.
3. Complete department's separation checklist (this can be started prior to the last day of employment), use checklist applicable to facility. Once signed, give to departments Payroll Coordinator for filing.

REFERENCE

- Access to Pathology Information Systems procedure, 100-02-01-05
- Pathology Information Systems Access policy, 100-02-01-04
- Pathology Computer Support (PCS) Tech Request Database access:
<https://www.pathology.washington.edu/inq/enduser/>

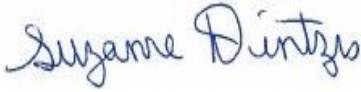
RELATED DOCUMENT

UWMC Separation Checklist

HMC Separation Checklist

UWMC Pathology Chief of Service:

(Signature and Date)



5/24/13

Suzanne Dintzis, MD, PhD

HMC Pathology Chief of Service:

(Signature and Date)



5/24/13

Stephen Schmechel, MD, PhD

Written by:

(Signature and Date)

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Revised by:

(Signature and Date)

Kim Simmons 5/2011