



County of San Bernardino SEPARATION REPORT

A Separation Report must be completed for every employee who terminates County employment, regardless of the type of position. *Refer to Termination procedure*

Note: Transfer to another county department is not considered termination of employment, therefore, a Separation Report is not needed.

MANDATORY FIELDS

Sections A, C, D

GENERAL INFORMATION

Note: JAR should be submitted upon notification of termination. It is not mandatory to send the Separation Report with the JAR; however, it must be submitted to EMACS-HR immediately upon receipt. Indicate last date in paid status on JAR.

Employee should complete Section A and B. If termination is a dismissal or employee leaves without notice a Separation Report is not given to the employee to complete and the Payroll Specialist will complete Section A and C.

In Section C, the reason "Dismissal – Unclassified" would be used for dismissal of an unclassified Exempt, PSE, Extra-Help, or Recurrent employee.

EMPLOYEE RESPONSIBILITIES (APPLIES TO VOLUNTARY TERMINATION ONLY)

- ◆ Complete Section A and B
- ◆ Submit to Appointing Authority or designee for completion

APPOINTING AUTHORITY OR DESIGNEE RESPONSIBILITIES

- ◆ Complete Section C
- ◆ Submit to Payroll Specialist for processing

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Provide the most current form to employee, Appointing Authority, or designee upon request
- ◆ Audit form for completeness
- ◆ Complete Section D
- ◆ Retain copy for department file
- ◆ Attach original to JAR packet, or forward to EMACS–HR if JAR was previously submitted

Refer to department guidelines for individual procedures

RELATED FORMS/PROCEDURES

Checklist for Termination

Deceased Employee

Dismissal

Resignation Notice

San Bernardino County Employees' Retirement Association (SBCERA)