

EXIT PROCESS

SOURCE: OHIO EPA ADMINISTRATION

CONTACT: OFFICE OF EMPLOYEE SERVICES

Exit Process Policy:

1. Employees who resign, retire, or transfer to another agency from the Ohio EPA are required to:
 - notify the Office of Employee Services (OES) and their immediate supervisor in writing or e-mail of the date of their resignation/retirement. If employees verbally notify their supervisor that they intend to resign, retire, or transfer to another agency, their supervisor shall document the verbal resignation in writing or e-mail and immediately send it to OES.
 - complete sick leave conversion form (if applicable).
 - review their COBRA benefit coverage (if applicable).
 - return State of Ohio/EPA property as indicated on Employment Transfer and/or Separation List.
 - provide a forwarding address.
 - contact the Public Employees Retirement System (PERS) (if applicable).
 - complete and have approved by appropriate administrators the Employment Transfer and/or Separation List by the close of business on their last day.
2. All forms are available in OES or from the appropriate district administrator.
3. OES confirms all resignations with a letter to employees stating that a resignation has been received. Appropriate separation documents are included in the letter.
4. Departing employees are encouraged to complete an Exit Questionnaire which is available in OES or from the District Administrators.
5. Employees may be subject to Ohio Revised Code Section 102.03 (A), the Revolving Door statute. This statute imposes restrictions on separated employees ability to represent a client or to act in a representative capacity for any person before any public agency on any matter that they personally participated on while employed with Ohio EPA. For more information contact the Office of Employee Services (614-644-2100) or the Ohio Ethics Commission (614-466-7090).

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