

Department of Behavioral Health
TRANSMITTAL LETTER

SUBJECT Clearance of Personnel for Separation or Transfer		
POLICY NUMBER DBH Policy 770.1	DATE DEC 17 2013	TL# 220

Purpose. To set forth the procedures for clearance of personnel who are separating from, or otherwise terminating their employment with, the Department of Behavioral Health (DBH). Adherence to this policy will ensure that employees are advised of indebtedness owed the District Government and help avoid unnecessary delays in processing the final salary check and collecting any indebtedness.

This revision adopts the policy from the former Department of Mental Health, now merged into the new Department of Behavioral Health, in accordance with the DBH Establishment Act of 2013.

Applicability. Applies to all employees, without exception, who leave the employment of DBH, whether by retirement, resignation, transfer, or termination. "Employee," as used in this policy, refers to all staff whether full-time, part-time, temporary, or term. PHS Officers shall also obtain clearances as necessary.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

Implementation Plans. Specific staff whose roles are relevant to the implementation of this policy should be trained, as needed. Program managers are responsible for following through to ensure compliance.

Policy Dissemination and Filing Instructions. Managers/supervisors of DBH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

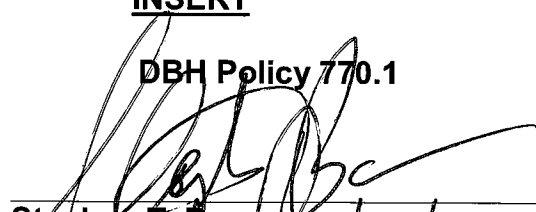
ACTION

REMOVE AND DESTROY


DMH Policy 770.1A

INSERT

DBH Policy 770.1


Stephen T. Baron
Director, DBH

12/17/13

<p>GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p>DEPARTMENT OF BEHAVIORAL HEALTH</p>	<p>Policy No. 770.1</p> <p>Supersedes DBH Policy 770.1, same subject, dated February 2, 2009.</p>	<p>Date DEC 17 2013</p>	<p>Page 1</p>
<p>Subject: Clearance of Personnel for Separation or Transfer</p>			

1. **Purpose.** To set forth the procedures for clearance of personnel who are separating from, or otherwise terminating their employment with, the Department of Behavioral Health (DBH). Adherence to this policy will ensure that employees are advised of indebtedness owed the District Government and help avoid unnecessary delays in processing the final salary check and collecting any indebtedness.

2. **Applicability.** Applies to all employees, without exception, who leave the employment of DBH, whether by retirement, resignation, transfer, or termination. "Employee," as used in this policy, refers to all staff whether full-time, part-time, temporary, or term. PHS Officers shall also obtain clearances as necessary.

3. **Authority.** District Personnel Manual Chapter 26A, Civil Service Retirement; Chapter 29, Employee Debt Set-Offs; and Chapter 31B, Processing Personnel Actions; and their associated Instructions and Bulletins.

4. **Procedure.**

4a. Upon notification that an employee will terminate employment with the Department, the supervisor must ensure that the Division of Human Resources is notified and provided a copy of the employee's official written notification.

4b. Prior to separation or transfer, an employee must be cleared by the appropriate clearance officials identified on Form DBH-872, Clearance of Personnel for Separation or Transfer (see Exhibit 1). Also see DBH Policy 770.2A, Exit Interviews for Employees who Separate.

4c. If an employee fails to obtain the appropriate clearances, payment of final salary may be delayed.

4d. If an employee fails to settle any indebtedness prior to, or on his/her last day on duty, his/her final paycheck and/or any other funds due him/her (in the amount of the indebtedness) may be withheld until settlement is made or action may be taken to collect indebtedness owed the District Government.

5. **Supervisor or Designee's Responsibility.**

5a. Complete Part A of the DBH-872, Clearance of Personnel for Separation or Transfer, in duplicate (see Exhibit 1).

5b. Advise the employee to return any property, uniforms, keys, employee I.D. cards, security access (swipe) cards, or other Government-owned personal property which he/she may be charged with to the appropriate clearance official, and to settle any financial obligations such as any amount due on an agreement for training received in outside institutions.

5c. Advise the employee that until all obligations listed in Part B of the DBH-872 are settled, the required amount of his/her final paycheck may be withheld or action may be taken to collect indebtedness.

5d. Give the original DBH-872 to the employee and instruct him/her to report to each clearance official from whom clearance is necessary as indicated in Section 7 of this policy, and obtain each clearance official's signature or initials in the column headed "INITIAL." The supervisor will advise the employee of the location or who to contact if the employee is unaware of the location of any clearance official.

5e. The employee will sign Part D of the DBH-872 indicating that he/she has personally obtained each of the required clearances. **He/she will then return the completed DBH-872 to his/her supervisor who will certify clearance (in Part E of the DBH-872) if each clearance official has indicated clearance.**

5f. If all necessary clearances have been obtained, the supervisor will ensure that the DBH-872 is filed in the employee's personnel folder in the organization's administrative office. The certified copy must reflect the original signature of the supervisor or designee and the signature or initials of each clearance official, as applicable.

5g. The supervisor will not certify in Part E of the DBH-872, if clearances are not completed, but will advise the employee, in writing, to settle his/her indebtedness with the responsible clearance official.

5h. **If the supervisor is unable to certify the DBH-872 because of indebtedness, the supervisor must ensure the uncertified DBH-872 is hand carried to the respective financial officer with a letter of explanation (also see Section 8 below).**

6. **Division of Human Services (DHR) Responsibility.** If the employee does not notify his/her supervisor prior to separation and goes directly to DHR, DHR staff will inform the employee that a DBH-872 must be completed and certified and direct the employee to his/her supervisor to obtain a DBH-872 (see Section 5 above).

7. **Clearance Official's Responsibility.**

7a. A "clearance official" is defined as the official responsible for personal services obtained at Government expense (including training in outside institutions) or non-expendable personal property issued from and received by his/her organizational unit. Each clearance official may delegate in writing to another employee in his/her organization the authority to receive personal property and to authorize the clearance of appropriate items in Part B of the DBH-872.

A clearance official is responsible for checking official DBH records, indicating whether or not the employee has any outstanding obligations, and signing or initialing in Part B of the DBH-872 in the column headed "INITIAL". The clearance official also must supply other necessary information (such as the amount of indebtedness, or unaccounted items) to the responsible supervisor or designee. (See Section 5b above.)

7b. The clearance officials, for the various clearance items on Form DBH-872, are as follows:

Item 1. **Travel Advances** (DBH Office of the Chief Financial Officer, BHA)

Item 2. **Advance Leave** (Immediate Supervisor)

- Item 3. **Imprest Fund Advances** (Designated cashier for the organization)
- Item 4. **Salary Advance** (DBH Office of the Chief Financial Officer, BHA)
- Item 5. **Training in Outside Institutions** - which includes correspondence courses and/or other training obligations, e.g., maintaining employment with the DBH to meet a specific time requirement after the training (Immediate Supervisor)
- Item 6. **Personal Property** - which includes government property for which custody has been assigned to the specific employee (except cell phones, pagers, and 2-way radios) (Responsible accountable property officer/manager or other designee)
- Item 7. **Library Issuances from Saint Elizabeths Hospital** (Chief Librarian, Health Sciences Library for Saint Elizabeths Hospital)
- Item 8. **Records and Files**, such as clinical records borrowed from a medical records office (Responsible director/person in charge of medical records)
- Item 9. **Uniforms and Apparel** – Saint Elizabeths Hospital security employees (Chief, Security, Saint Elizabeths Hospital); all other employees (Responsible manager or other designee)
- Item 10. **Keys** (Immediate Supervisor)
- Item 11. **Employee Identification Card** (Operations Branch, DBH Division of Human Resources).
- Item 12. **Cell Phones, Pagers, 2-Way Radios, and telephone bills** (Telecommunications Manager, DBH Information Services, BHA)
- Item 13. **Saint Elizabeths Hospital Parking Permit** (Chief, Security, Saint Elizabeths Hospital) NOTE: "Parking Permit" is construed to mean window "sticker." The employee must give the sticker number (to be deleted from the system) to Saint Elizabeths Hospital Security prior to being granted clearance.
- Item 14. **Government Vehicle Fines/Other Costs** (Chief, Transportation, Saint Elizabeths Hospital)
- Item 15. **Termination of Computer Access** – (DBH Chief Information Officer or designee, DBH Information Services, BHA)
- Item 16. **Security Access (swipe) Cards for building entry/exit** – (BHA employees, see the BHA Special Assistant of Facilities Planning; Other employees see the administrative office that issued the card)
- Item 17. **Exit Interview** (Operations Branch, DBH Division of Human Resources)

8. Indebtedness.

8a. In cases where indebtedness (amount required to satisfy debt if employee fails to obtain proper clearances as instructed in Part B of the DBH-872) has not been settled on or before the date of separation, **the supervisor is responsible for ensuring that form DBH-872 and supporting documentation (see Section 5h) is hand carried to the respective financial officer for final adjudication.**

8b. Failure to settle any indebtedness may result in delays in payment of final paycheck and/or other funds due the employee upon separation or action may be taken to collect indebtedness owed the District Government.

8c. The respective financial officer will coordinate actions to collect indebtedness (e.g., delaying final paycheck) with the DBH Office of the Chief Financial Officer, DHR, and others as required.

9. Related References.

DBH Policy 770.2, Exit Interviews for Employees who Separate

Approved By:

Stephen T. Baron
Director, DBH

(Signature)
(Date)

12/17/13

DBH Policy 770.1
Exhibit 1 – 4b

Human Resources Division
CLEARANCE OF PERSONNEL FOR SEPARATION OR TRANSFER
(Guidelines for completing this form are on the 2nd page)

A. GENERAL INFORMATION

1. EMPLOYEE NAME		2. ORGANIZATION AND LOCATION	
3. EMPLOYEE IS: <input type="checkbox"/> Separating from Government; forwarding address is:		4. Separation Date:	
<input type="checkbox"/> Transferring to another Government unit (specify):			
5. SIGNATURE AND TITLE OF SUPERVISOR		6. DATE	

B. CLEARANCE ACTION

N/A= Not applicable

ADMINISTRATIVE AND FISCAL ITEMS/FORMS	CLEARANCE				ACCOUNTABLE AND CONTROLLED ITEMS/FORMS	CLEARANCE			
	YES	NO	N/A	INITIAL		YES	NO	N/A	INITIAL
1. Travel Advances					20.				
2. Advanced leave					21.				
3. Imprest Funds Advances					22.				
4. Salary Advance					23.				
5. Training in Outside Institutions					24.				
6. Personal Property					25.				
7. Library Issuances					26.				
8. Records and Files					27.				
9. Uniforms and Apparel					28.				
10. Keys					29.				
11. Employee Identification Card					30.				
12. Cell ph./pagers/2-way radios/Ph. Bills					31.				
13. SEH Parking Permit					32.				
14. Government Vehicle Fines/Other Costs					33.				
15. Termination of Computer Access					34.				
16. Security Access (swipe) Cards					35.				
17. Exit Interview					36.				
18. Other					37.				
19. Other					38.				

C. ITEMS NOT CLEARED

DESCRIPTION OF ITEMS AND CLEARANCE RECOMMENDATIONS	VALUE DUE GOVERNMENT	ACTION TAKEN TO OBTAIN CLEARANCE

D. REMARKS

I, _____, HAVE PERSONALLY OBTAINED THE ABOVE CLEARANCES.
(Employee Signature) Date: _____

E. CERTIFICATION OF CLEARANCE

I hereby certify that the employee named in Section A above is not indebted to the Government for any item listed in Section B above.

1. SIGNATURE AND TITLE OF RESPONSIBLE SUPERVISOR		2. DATE	
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GUIDELINES FOR COMPLETING FORM DBH – 872

1. The responsible supervisor/designee (or approving official), who is assigned the responsibility for coordinating the clearance of employees separating or transferring from his/her unit, will initiate the form in duplicate, by filling in Section A when he/she learns about the pending separation or transfer of an employee. He/she will retain a copy and give the original to the employee and instruct him/her to present the form for signature to those officials from whom clearance is necessary.

2. The clearance officials who are responsible for the items listed in Section B shall secure, when applicable, the return of issued items, and initial the clearance action they take, describe the items for which clearance is not granted, and recommend future action concerning these items in Section C (continuation sheet may be attached).

3. Indebtedness. In cases where indebtedness (amount required to satisfy) debt if employee fails to obtain proper clearances as instructed in Part B of the DBH-872) has not been settled on or before the date of separation, **the supervisor will ensure that the DBH-872 and supporting documentation is hand-carried to the respective financial officer for final adjudication.**

Failure to settle any indebtedness may result in delays in payment of final paycheck and/or other funds due the employee upon separation or action may be taken to collect indebtedness owed the District Government. The respective financial officer will coordinate actions to collect indebtedness (e.g., delaying final paycheck) with the DBH Office of the Chief Financial Officer, Division of Human Resources, and others as required.

- a. **The supervisor** will certify the DBH-872 in Section E to signify that the employee is not indebted to the Government when the employee has been cleared for the items listed in Section B of the form.
- b. Retain a copy of the DBH-872 and any accompanying papers in the administrative office/worksites.