

EXIT PROCESS

SOURCE: OHIO EPA ADMINISTRATION

CONTACT: OFFICE OF EMPLOYEE SERVICES

Exit Process Policy/Procedure:

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 at least two weeks prior to 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. Personal leave may not be used to extend an employee's date of resignation or retirement pursuant to Ohio Administrative Code 123: 1-32-07 (F).
 - 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. The immediate supervisor should be made aware if the employee is retaining any copies of public documents.
 - 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. Departing employees are encouraged to complete an Exit Questionnaire which is available in OES or from the District Administrators.
4. 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 on the Revolving Door statute, contact the Chief Ethics Officer (614-644-2782) or the Ohio Ethics Commission (614-466-7090).
5. Once a resignation is received by the Agency, the employee may not withdraw the resignation without the approval of the Appointing Authority of his/her designee.