

<p><b>Commonwealth of Pennsylvania</b></p>  <p><b>Pennsylvania Board of Probation and Parole</b></p>	<p><b>Volume III Chapter 2</b></p> <p><b>Procedure 2.03.03</b></p>	<p><b>Date Revised: Replaces 9.4.1.3, 1/16/01</b></p>
<p><b>Chapter Title ADMINISTRATIVE SERVICES</b></p>		<p><b>Date of Issue 8/5/2013</b></p>
<p><b>Subject HUMAN RESOURCES – EMPLOYEE RESIGNATIONS, RETIREMENTS AND TRANSFERS</b></p>		<p><b>Effective Date 8/19/2013 <b>PUBLIC</b></b></p>

I. AUTHORITY

**The chairman of the board is granted the authority to “direct the operations of the board and fulfill the functions established by the act... including organizing, staffing, controlling, directing, and administering the work of the staff.” 61 Pa.C.S. § 6112(a)(1) & (a)(4).**

II. PURPOSE

To establish procedures for personnel actions relating to employee resignations, retirements and transfers consistent with the Civil Service Act, labor agreements and the Board’s equal opportunity program.

III. APPLICABILITY

This procedure is applicable to all employees and prospective employees of the Board in that it relates to the transfer and resignation/retirement of employees. The procedures are also specifically applicable to the staff who are responsible for transfers and resignations.

IV. DEFINITIONS

Resignation: The voluntary termination of employment by an employee, usually evidenced by the employee’s written notice.

Retirement: The termination of employment followed by a continuing relationship with the State Employees’ Retirement System (SERS) based on eligibility criteria for certain benefits as stated in 71 Pa. C.S.

Transfers: Employee movement between positions in either different agencies of the Commonwealth or different offices of the Parole Board.

V. POLICY

None Applicable.

## VI. PROCEDURES

### A. Resignation and Retirements

#### 1. Employee

- a. Submit a letter or memorandum to the director, Bureau of Human Resources at least 14 days prior to resigning or retiring.
- b. Include all of the following in the letter or memorandum:
  - 1) Date of letter or memorandum
  - 2) Your name and employee number
  - 3) Your Job Title and name of the office/bureau where you work
  - 4) The effective date of the resignation/retirement
  - 5) Your signature

- c. Distribute copies of the letter/memo as listed below:

- 1) Immediate supervisor and the Bureau of Human Resources.
- 2) State in the letter whether the resignation is with intention to retire or just to resign from the Commonwealth, so that the action is processed appropriately.

If you are eligible for the payment of unused sick leave, and the transaction is processed as a resignation, the sick leave payment will not be authorized. See § 8-28 for processing retirements.

- 3) All separations must be effective at the close of business of the stated date.
- 4) Whenever possible, separations should coincide with the end of a pay period.

#### 2. Supervisor

- a. Ensure that all Board equipment/materials/identification has been collected from the resigning employee on or prior to the employee's last day of work.
- b. Ensure that all relevant leave slips are submitted to the appropriate leave clerk on the workday following the employee's last day of employment.

#### 3. Timekeeper

- a. Finalize the resigning employee's leave usage/records no later than five working days following the employee's last day of employment.
- b. Forward the completed leave records to the Board's time advisor in the Bureau of Human Resources no later than 10 working days following the employee's last day of employment.

## B. Transfers

### 1. Inter-Agency Transfers

#### a. Personnel Division Staff

- 1) If Board is the losing agency:
  - a) HR obtains a release date from supervisor for the departing employee and notifies gaining agency.
- 2) If Board is the gaining agency:
  - a) HR contacts the losing agency to obtain a release date for the new employee.
  - b) Completes a Personnel Transfer/Movement Request (STD-320).

### 2. Intra-Agency Transfers

- a. Requests for transfers will be reviewed and processed in accordance with the Civil Service Act and Rules and/or the AFSCME Master Agreement and Memorandum, Article 29 Section 10.

- 1) Employee shall submit a legible, written request for transfer within the agency to the director of the Employee and Management Relations Division, with a copy to the immediate supervisor **and that field agents shall also copy their deputy district director and/or district director**. The request shall be in writing; however, the request is acceptable for receipt via electronic mail. Any written documentation pertinent to the request must be included with the request.

The director shall have the authority to verify the information contained in the request. The director can request additional information from the requesting employee. Failure to furnish the information requested may be grounds to deny the request.

- 2) The director shall notify the employee as quickly as possible of the decision made on the transfer request.

## VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the Chairman.

## VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

## IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all Board staff.

## X. CROSS REFERENCES

### A. Statutes

#### 1. Federal

None.

#### 2. State

- a. Prisons and Parole Code

### B. Board Policies

None.

### C. American Correctional Association Standards

#### 1. 3-3047

#### 2. 3-3055

#### 3. 3-3056

### D. Management Directives

- 1. Management Directives [505.7](#), [515.2](#), [580.23](#) and [580.26](#)

### E. Other

- 1. Board Action, May 20, 1991
- 2. AFSCME Master Agreement and Memorandum