ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Employee Separation from Social Services Agency **Number:** C 7

Employment

Approved: Signature on file **Date:** 1-14-14

POLICY

All SSA employees separating from SSA employment are required to complete all applicable steps of the employee separation process. This policy also applies to contract employees.

In the event of employee's transfer to another SSA division or another section/unit within the same division, the immediate supervisor shall follow any applicable steps noted in division's desk procedure.
