

Subcontractor Staff Augmentation Employee Termination Checklist Guidance Document

PURPOSE:

This guidance document defines the site checkout process to be used by Subcontractor Staff Augmentation employees who will be released from their UCOR work support or who terminate their staff augmentation assignment voluntarily. This will ensure that all UCOR ESH&QA, Security clearance and/or access badge, Information Technology (IT), Purchasing Card, Government Property, and other miscellaneous items are addressed prior to the staff augmentation employee leaving the UCOR site for the final time prior to release or voluntary termination.

SCOPE:

This process applies to any Subcontractor staff augmentation employee who is either voluntarily leaving or involuntarily released from a UCOR staffing position.

WHAT TO DO:

Responsibility	Action
UCOR Project Representative	Identifies staff augmentation employee within the organization who is scheduled to be released and advises associated Subcontract Administrator (SCA) for notification of Subcontractor <u>and</u> the applicable UCOR HR representative to ensure proper maintenance of the UCOR Staffing Plan Database occurs.
	OR
Staff Augmentation Employee	Notifies employer (UCOR Subcontractor) of intent to voluntarily leave a UCOR staffing position.
Subcontractor Representative	<p>Provides staff augmentation employee with Form-655 Subcontractor Staff Augmentation Employee Termination Checklist and requests completion of all items on the form.</p> <p>Advises the applicable UCOR Project Supervisor, Subcontract Coordinator, Subcontract Administrator, and Project HR representative of impending termination.</p>
	<p>When necessary, pre-arranges appointments and/or coordinates completion of the items required on the checklist Form-655 to ensure all items are addressed prior to the staff augmentation employee leaving the site for the final time.</p> <p>NOTE: Checklists for Terminations in Absentia are to be processed by an authorized Subcontractor Representative, with the support of the UCOR Subcontract Coordinator (SCC).</p>

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Responsibility	Action
Staff Augmentation Employee	Meets with or contacts all required organizations listed on the checklist Form-655 prior to leaving site for final time and obtains release that all obligations have been satisfied. This can be accomplished in person and by signature on the Form-655 or by email. The email documentation shall be attached to the Form-655 to document the organization's release.
UCOR Points of Contact for: 1. P-Card Administrator 2. Radiological Protection 3. Telecommunications 4. Information Technology 5. Human Resources 6. Records Management 7. ORNL Library 8. Property Management 9. Timeforce 10. Security 11. Visitor Control 12. Classification Office 13. Site Personnel Security 14. UCOR Supervisor	When contacted by Subcontractor Staff Augmentation Employee or their Subcontractor Representative, identifies items that require attention or completion by the terminating Staff Augmentation Employee specific to the organization, and works with the Staff Augmentation Employee and/or Subcontract Representative to address actions necessary. Provides release that any and all identified requirements have been satisfied by either signing Form-655 in the appropriate section or providing email confirmation to the Staff Augmentation Employee or their Subcontractor Representative.
Subcontractor Representative	Provides completed documentation to the applicable Subcontractor Point of Contact for submission to UCOR SCA.
SCA	Maintains the submitted Form-655 in Subcontract records (<i>reference Exhibit I Submittal #2.022</i>). Commence action to seek recovery of allowed and paid relocation expenses if Staff Augmentation Employee was authorized reimbursement of relocation expenses in connection with the move to the site and employment was terminated (voluntarily or involuntarily for cause) within 12 months.