



PROCEDURE TRANSMITTAL

SUBJECT:	Employee Termination/Transfer	Procedural/Guidance No.: IS PY 2015/16-0007
APPLIES TO:	South Florida Workforce Investment Board, dba CareerSource South Florida (CSSF) Managerial, Contractors and Sub-Contractors' Staff	Effective Date: Immediately
		Revised Date:
		Expiration Date: Indefinite
REFERENCE:		

A. PURPOSE

This policy outlines the procedures when an employee is terminated or transfers to another agency within the Workforce Board office as it pertains to the State/Local system(s) at CareerSource South Florida Headquarters, Career Centers, Access Points and Mobile Units.

B. POLICY

It is the policy of CareerSource South Florida when an Employee is terminated or transferred:

- a. The CSSF Board managerial staff, Contractors and Sub-Contractors shall notify the Regional Security Officer(s) at the time of termination or transferring of an employee. Notification requesting system access removal must be submitted via email to the CSSF IT Helpdesk at helpdesk@careersourcesfl.com with the appropriate system form, as follows:
 - EFM/OSST - DEO Information Systems Security Agreement / Confidentiality Form
 - WFMS/IAA - CSSF Application Development Unit Security Access Form
 - Florida – Florida Department of Children & Families (DCF), System Access Authorization Request Form
 - Employees with access to the Connect and/or SunTax systems; The CSSF Board managerial staff, Contractors and Sub-Contractors shall notify the DEO Regional Security Officer at the time of termination or transferring of an employee.


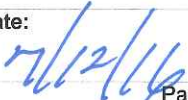
Approved By: 	Date: 7/12/14	Issued by: Elizabeth Santis, IT Manager
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- Notification requesting system access removal must be submitted via email to the Regional DEO Manager with the applicable system form(s), as follows:
 - **DEO CONNECT Form ISU-38**
 - **DEO Form ISU-30**

Employees with security access to multiple systems, CSSF Board managerial staff, Contractors and Sub-Contractors shall submit all corresponding forms.

Employees that only have a CSSF **network account and/or VPN account**, an email requesting disabling of the account(s) is required at time of termination

- C. Violation of Policy:** Employees who violate this policy will be subject to disciplinary actions, which may include but limited to; verbal or written reprimand, termination of employment, or legal action.
- a. **First Offense:** Verbal Warning. This verbal warning must be documented in writing and may be discarded from the employee's file after six months with no further incidents.
 - b. **Second Offense:** Written Reprimand. This action must be maintained in the employee's file and cannot be discarded.
 - c. **Third Offense:** A third offense in less than 180 days can result in termination or CSSF Headquarters request a provider to have the offender permanently removed from the center.
 - d. **Third Offense greater than 180 days:** A third offense must be documented in writing but may not result in termination or removal from the center.
 - e. **Pattern of repeated behavior:** Any employee that shows a pattern of constantly violating the policy will be subject to termination and/or permanent removal from a center.

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