

Internal Operating Policy 42-07

Submitted by Director to the Georgia Public Defender Standards Council: _____,
2007

Approved by GPDSC: _____, 2007

Effective: _____, 2007

Authority: O.C.G.A. § 17-12-5(c)(2)

Subject: State Employee Separation and Return of State Property Policy

The following is the Georgia Public Defender Standards Council's (GPDSC's) policy on the return of state property when an employee separates from employment:

All employees of GPDSC and Circuit Public Defenders (CPDs) and employees of CPDs (all three categories collectively referred to as the "employee" herein) shall properly maintain the state property assigned to them and shall review and sign the "State Property Responsibility Acknowledgment" form provided on GPDSC's website at the time of hiring and said signed form will be kept by GPDSC.

Upon the employee's separation or termination of employment, the "Separated Employee Exit Checklist" provided on GPDSC's website must be completed by the employee and his or her supervisor at the time of separation. The employee understands that if any state property is not returned to GPDSC or the appropriate CPD at the end of his or her employment, then the employee's final paycheck and other monies (such as unused vacation, etc.) will be withheld to the extent permitted by law. If the state property is not returned within one week of separation or if the state property is returned in damaged condition, the Deputy Director of Administration shall utilize the procedure set out in Internal Operating Policy 39-07 (State Property Control Policy) to determine the personal liability, if any, and, if said liability is less than the monies owed to the employee, the difference shall be paid to the employee.