



**Division of State Patrol  
Policy and Procedure**

Number  
**11-9**

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|---|---|
| Subject<br><b>RESIGNATION/TERMINATION OF EMPLOYMENT</b>   |   |
| Author/Originator<br>Office of the Superintendent   | Approved by<br><i>Anthony L. Burrell</i><br><b>Superintendent</b> |
| Records Management Statement<br>Supersedes P&P 11-9 dated May 29, 2018<br>Posted on WisDOT Internal Website (SharePoint) at <a href="https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx">https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx</a> |   |

**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to have a system available to expedite final processing when an employee resigns from or is terminated by the Division of State Patrol to include retirements and transfers out of the Wisconsin Department of Transportation (WisDOT). This policy has been established to facilitate records, property control, record clearing and final payment to the affected employee.

**II. BACKGROUND**

The Transportation Administrative Manual (TAM) and Department work rules provide the basis and general framework for the Division’s procedures.

**III. PROCEDURE**

**A. Employee**

1. Submit a letter of resignation to the Bureau Director, Region Commander, Wisconsin State Patrol Academy Commander, or Section Chief, as applicable, at least 14 days prior to last day worked. The letter must contain a reason for leaving (as specified on the related HR1482 form) and must be signed by the employee. The letter should indicate the last day worked and last day in paid status.

NOTE: The last day worked is the last day physically on the job. Last day in paid status takes into account earned accrued leave time (vacation, termination/sabbatical, personal holiday or legal holiday), which may extend the termination date. Leave time not used will be paid as a lump sum on a separate check to be received 2 weeks after the final paycheck.

2. Complete Form HR1482, Resignation/Retirement/Transfer Out Of WisDOT, and submit to supervisor no less than 14 days prior to last day.
  3. Contact the Wisconsin Department of Employee Trust Funds (ETF) directly (1-877-533-5020) if considering withdrawal of retirement contribution.
- B. Bureau Director, Region Commander, Wisconsin State Patrol Academy Commander, or Section Chief (as applicable)

**1. Requirements for resignation or termination of Permanent Employee:**

- a. Acknowledge receipt of the resignation by adding signature and date to the original letter.
- b. Send an electronic mail message to the DSP Personnel Transactions distribution list immediately advising of pending or confirmed resignations. Include the following information (example):

Trooper (Inspector) John Doe has resigned effective July 30, 20XX. His last day of work is July 24, 20XX.

NOTE: Forward notification to the DSP Personnel Transactions distribution list and the applicable payroll coordinator if there are changes to the above dates.

- c. Review and sign completed form HR1482 from employee. Forward the original to the applicable payroll coordinator.
- d. Send (via an email) a copy of the resignation letter and Form HR1482 to the Executive Staff Assistant in the Office of the Superintendent.
- e. Complete the Separation Report (Form SP4206). Forward the original to the applicable payroll coordinator. A Separation Report must be completed for all permanent employees leaving the DSP.
- f. If the employee indicated a desire for an exit interview on the HR1482 form, ensure that the interview is scheduled as requested. Additional information/guidance can be found on the WisDOT Bureau of Human Resource Services (BHRS) website.

- g. Collect state property held by the employee such as uniforms, vehicle, firearms, keys, credit cards, identification cards, etc., on the employee's last day of work. Instruct employee that all uniform items are to be in clean condition. Utilize eSP4133 Personnel and Vehicle Inspection Report to document items turned in by employee and be guided by Division Policy and Procedure 3-4 Vehicle and Equipment Assignment.
- h. Send the following documents to BHRS:
  - 1) Original letter of resignation.
  - 2) Completed form HR1482.
  - 3) Completed form SP4206.
- i. Send the following documents to the Executive Staff Assistant:
  - 1) Electronic copy of the letter of resignation.
  - 2) Electronic copy of the completed HR1482.

**2. Requirements for resignation or termination of Limited-Term Employee (LTE):**

- a. Send memorandum to the Office of the Superintendent and applicable payroll coordinator indicating the employee's last day in paid status.
- b. Collect state property held by the employee such as uniforms, vehicle keys, credit cards, identification cards, etc., prior to last day of work.

**C. Executive Staff Assistant, Office of the Superintendent**

- 1. Review the letter of resignation and the HR1482.
- 2. Order retirement certificates when applicable.
- 3. For those with a minimum of 15 years of service with the Division, who do not otherwise qualify for retirement certificates, a *Certificate of Service* shall be drafted for presentation.

**IV. REFERENCES**

Wisconsin Administrative Code, Chapter ER.21  
TAM – HR 113  
DSP Policy and Procedure 3-4, Vehicle and Equipment Assignment  
Payroll/Personnel Manual – Payroll Coordinators only  
HR1482 Resignation/Retirement/Transfer Out Of WisDOT  
SP4206 Separation Report  
eSP4133 Personnel and Vehicle Inspection Report