Appointment

**From**: Marlinga, Richard [marlinga.richard@epa.gov]
**Sent**: 5/17/2019 4:22:39 PM
**CC**: R5 ALL EPA [R5_ALL_EPA@epa.gov]; Pallesen, Reginald A. [pallesen.reginald@epa.gov]; Jeffrey Bratko [jeffreybratko@aol.com]; Krysa, Jan [krysa.jan@epa.gov]; Stanuch, Terry [stanuch.terry@epa.gov]; Zander, Rachel [Zander.Rachel@epa.gov]; Ward, Anthony L [ward.anthonyl@epa.gov]

**Subject**: Improved Employee Offboarding/Separation Process Training
**Location**: Lake Michigan Room

**Start**: 5/23/2019 6:00:00 PM
**End**: 5/23/2019 8:30:00 PM
**Show Time As**: Tentative

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English (United States)

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U.S. EPA is implementing a new and improved employee offboarding/separation process. Briefings and training sessions will be held over a two-day period. The sessions will cover the new EPA Policy 3110.5, the Standard Work for Certifying Officials/Supervisors, Standard Work for Separating Employees, One Drive, and the new form 3110-2. It is highly recommended that employees attend the staff focused open session May 23, 2019 from 1:00pm to 3:30pm. This training should be a must for anyone planning on retiring or leaving the Agency soon. Please feel free to bring your laptop as these are interactive sessions. We look forward to seeing you!

What: New Employee Offboarding/Separation Process
Where: Lake Michigan
When: May 23, 2019
Time: 1:00pm – 3:30pm

Employee Separation Certification Process
Staff Focused Open Session 1:00pm – 3:30pm
Agenda

| | |
|---|---|
| 1:00 – 1:15 | Welcome |
| 1:15 – 1:50 | Roles and Responsibilities/Authority |
| 1:50 – 2:00 | Break |
| 2:00 – 2:50 | Policy/Standard Work |
| 2:50 – 3:00 | Break |
| 3:00 – 3:30 | One Drive, File Creation, Q&A |

For additional information, please contact: Lisa Dean 3-0510