



SUBMIT AN INACTIVATION OF SECONDARY POSITION REQUEST

When employees will no longer be working a secondary position at Riverside, the leader will need to submit an inactivation request via e-mail. Submitting an inactivation request is for employees who will continue employment with Riverside in at least one position, but will no longer be working a secondary position.

Before submitting any inactivation requests, determine the reason behind the secondary position inactivation.

- **Employee resignation:** If the employee wishes to resign, receive a written resignation from the employee. The written resignation needs to be clearly signed by the employee, dated, and include a final working date.
- **Behavior or policy violation:** Ensure that any/all disciplinary/employee notification action steps have been documented and coordinated with Human Resources before submitting an inactivation request.

SUBMIT AN INACTIVATION OF SECONDARY POSITION REQUEST

1. All inactivation of secondary position requests should be submitted to the WFMSupport@rhc.net email box. The inactivation request should include the following information:
 - a. **Employee Name**
 - b. **Employee ID**
 - c. **Department:** This is the department the employee will no longer be holding a position in
 - d. **Position:** This is the position the employee will no longer be working in
 - e. **Inactivation Date:** This is the **day after** the employees expected last working day.
 - i. Example: If the employee's last working day is 1/1/2024, then the effective date should be 1/2/2024
 - f. **Reason:** List the reason and any relevant information needed for inactivation of the position
 - i. Examples: Employee resigned, TR not worked, schedule conflicts
 - g. Attach the employee's written resignation, if applicable.

NOTE: Inactivation of positions are processed the pay period after their last day worked.