

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

September 4, 1991

HUMAN RESOURCES MEMORANDUM 29-91

TO: Personnel Officers

SUBJECT: Termination Codes

Attached is a list of employees in your processing company who have terminated in the past 22 months with the Termination Code of 'Other'. For our reporting purposes, we would like to reduce the frequency that this code is used by identifying reasons for separation which have not been identified thus far.

Please take the time to help us enhance our list of Termination codes. The attached list may be of benefit to you in identifying reasons for separation which have not been identified thus far. Send your suggestions to Jeannie Johnson in the Bureau of Human Resources before September 15th.

After we receive your suggestions, we will publish a revised list of codes to be used by the MFASIS System.

Thank you for your assistance.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachment

Termination Code	Termination Reason
1A	Maternity
1B	Personal Problems
1C	Military Service
1D	Education
1E	Health
1F	Unhappy with Pay
1G	Job Opportunity
1H	Supervision
1I	Work Conditions
1J	Poor Selection/Placement
1K	Poor Production/Training
1L	Retired
1M	Marriage
1N	Other
1O	Vol Program Retirement
2A	End of Assignment
2B	Left without Notice
2C	Deceased
3A	Disability Retirement
3B	Job Performance
3C	Work Quality
3D	Layoff

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