

POLICY 310: SEPARATION OF EMPLOYMENT

ADOPTED: AUGUST 3, 1988 (REVISED: JUNE 20, 2017)

Policy:

It is the policy of the County to separate employment because of an employee's resignation, termination, and retirement, the expiration of an employment contract or a reduction in the work force. Termination can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason.

310:1 GENERAL PROVISIONS

1. Employees are requested to give a minimum of two (2) weeks written notice of their intent to resign.
2. Employees who are absent from their normally scheduled work shift for three (3) consecutive days without being excused or giving proper notice will be considered as having voluntarily resigned.
3. For policies and procedures leading up to termination for disciplinary reasons, please refer to Corrective Action/Disciplinary Procedure Policy 601.
4. For policies and procedures governing retirement, see Retirement Policy 311.
5. For policies and procedures governing the payment of sick leave and vacation leave at the separation of employment, refer to Sick Leave Policy 401 and Vacation Leave Policy 402.
6. Supervisors should send notices of resignation, or recommendations for termination and a Request for Personnel Action (RPA) to Human Resources for processing. These notices should be accompanied by any supporting documents such as notices of corrective action, disciplinary reports and letters of resignation. All terminations typically are reviewed by Human Resources before any final action is taken.
7. Supervisors are to ensure that the employee prior to separating employment returns all County property. This can be accomplished by using a checklist that itemizes what must be relinquished by the employee.
8. Requests for employment verifications are to be directed to Human Resources.