



AMINISTRATIVE POLICY MANUAL	SECTION HUMAN RESOURCES	NUMBER AM-202.4	EFFECTIVE DATE
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POLICY:

It is the policy of the County that employees who hold executive, managerial, or ~~key-critical~~ positions supporting the Board of County Commissioners are designated as at-will employees. As such, all Deputy/Assistant County Administrators, department directors, assistant directors, division heads, managers, or positions with managerial responsibilities directing employee(s) or managing a program as well as Commissioner Assistants are employed at-will. This policy will extend to those employees who transfer, promote, demote, or are reclassified into a position designated at-will. Accordingly, for those employees who are designated at-will, either the employee or the County may terminate the employment relationship at will, with or without cause or notice, at any time, for any reason or no reason. Employees who resign do not need to meet notice requirements. Refer to AM-212.1 TERMINATION OF EMPLOYMENT.

COMMENT:

1. ~~Prior to the County initiating a separation under this at-will employment policy, for positions below the level of department director, the initiating manager/director must receive approval, the decision must be approved by from the Human Resources Director and the County Administrator. If the County initiates termination of employment for an at-will employee, the County may provide severance payment of up to 20 weeks as approved by the County Administrator and at the discretion of the County Administrator.~~
2. In the event an employee below the level of department director is recommended for separation under this policy, the employee may request a meeting with the County Administrator prior to implementation of the separation. The employee will be placed on paid administrative leave for a period not to exceed three (3) working days from receipt of the notice of separation. If the employee requests a meeting, the meeting will be scheduled within five (5) working days and the employee will continue on a paid administrative leave status pending the meeting and final decision of the County Administrator. The decision of the County Administrator shall be final and binding.
3. Employees represented by a collective bargaining agreement are subject to the terms and conditions of employment as outlined in the agreement. Employees who are designated as contract employees are subject to the terms and conditions of employment as outlined in the employment contract.
4. If the County initiates termination of employment for an at-will employee, the County may provide severance payment of up to 20 weeks as approved by the County Administrator and at the discretion of the County Administrator.
5. Prior to implementing this policy, Current employees who are employed in a position that is designated to be at-will, will be provided written notice of the proposed at-will policy and given the opportunity to address the Board of County Commissioners at a publicly noticed meeting regarding the proposed policy.



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6. Following implementation of this policy, Human Resources will establish procedures to notify employees of the at-will employment status at the time of extending an offer of employment, promotion, transfer, or reclassification.

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