



ADMINISTRATIVE POLICY MANUAL	SECTION HUMAN RESOURCES	NUMBER AM-212.1	EFFECTIVE DATE
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POLICY:

It is the policy of the County to terminate employment due to: ~~because of an~~

- employee's resignation
- discharge without cause under terms of at-will employment
- discharge for cause, misconduct or unsatisfactory job performance ~~for cause~~
- death
- retirement
- lay off
- end of temporary/seasonal employment ~~Discharge can result from employee misconduct or unsatisfactory job performance.~~

Employees are free to resign at any time.

COMMENT:

1. Employees are expected to give written notice of their intention to resign to their supervisor or manager. Upon receipt of a resignation, the manager or supervisor should note that the resignation is accepted and email the resignation to Human Resources. Failure to give written notice may result in ineligibility for re-employment. The following guidelines are suggested:
 - a. Supervisory and managerial employees should give four weeks notice.
 - b. Exempt nonmanagement employees should give three weeks notice.
 - c. All other employees are expected to give two weeks notice.
2. ~~Acceptable behavior and disciplinary processes for~~ Procedures for termination for misconduct or for ~~peer~~ unsatisfactory job performance are provided in the units BEHAVIOR OF EMPLOYEES, AM-801.1 and DISCIPLINARY PROCEDURE, AM-807.1.
3. Procedures governing termination due to lay off are provided in the unit LAYOFF AND RECALL, AM-211.1.
4. Voluntary resignations ~~terminations~~ should be processed submitted to Human Resources Personnel as soon as the written resignation has been received and accepted by the manager or supervisor. At-will terminations will follow the at-will employment procedures. Termination for cause, misconduct or unsatisfactory job performance will follow the



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applicable disciplinary procedures ~~decision is made known by the employee. Personnel will prepare to counsel the employee relative to insurance conversion privileges and other pay and benefits matters.~~ Benefit eligible employees will receive notice of COBRA continuation rights from the County's COBRA administrator. Eligible retirees will be provided retiree benefit continuation benefits. Employees who are absent from work for three consecutive days without being excused or giving proper notice of their absence will be considered as having voluntarily resigned without notice ~~quit.~~

5. The ~~Personnel~~ Human Resources Department will arrange to have the final pay for terminated employees prepared ~~for distribution on the next normally scheduled pay date following the termination date. It can be mailed if the employee requests same in writing. Otherwise, final pay should be picked up in the Personnel Human Resources office by the employee or someone who has written authorization to do so. Final pay will be ready on the last work day for those retiring employees who are vested in the retirement plan.~~
6. Preparation of final pay will consider the return by the employee of all County property in their possession including, but not limited to, uniforms, County identification cards and badges, keys, and County owned devices. ~~Emergency Services photo badges.~~ If any County property in the employee's possession has been lost or damaged, the cost of replacing or repairing it shall be deducted from the final paycheck in accordance with applicable federal and state laws.
7. County property (see 6. above), will be returned to the issuing department or division representative who will then notify Human Resources via email ~~Personnel~~ of its return.
8. 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.