

POLICY 206

SEPARATION FROM EMPLOYMENT

Effective 05-01-2021, Resolution No. 014-21

It is the policy of Johnson County Government to provide an orderly employment separation process when the County or employee decides to end the employment relationship. Except as provided in Policy 201, all County employees are free to resign at any time and for any or no reason, and the County is free to involuntarily separate (terminate) its employees' employment at any time and for any reason not prohibited by law or for no reason. To allow for orderly transition, all employees are encouraged to give the maximum amount of notice possible of their intent to retire or resign.

Employees who leave County employment in good standing are eligible for certain benefits, subject to the terms and conditions of the applicable benefit policies, and are eligible for rehire. Separation in good standing means:

- The employee voluntarily resigned or retired with the required notice or the employee was involuntarily separated by the County for reasons other than performance or misconduct; and
- The employee continued to meet performance and conduct standards during the notice period; and
- The employee returned all County property in good working order on or before the last day of work or other date established by the department/agency/office leader.

Executives, department/agency/office leaders, and the Election Commissioner are required to provide at least four workweeks' written notice of voluntary separation to the County Manager. Employees reporting directly to any County board are required to give at least four workweeks' written notice to their board. All other employees are required to give at least two workweeks' written notice to their supervisor. Where it is in the best interest of the County, the notice requirement may be waived.

Employees who miss three consecutive workdays without notifying their department/agency/office of their absence will be considered to have abandoned their jobs and voluntarily resigned without notice. Exceptions may be made when there are extenuating circumstances. Employees must follow department/agency/office procedures in reporting their absences.

Separation procedures do not create a legal contract between the County and its employees nor change any employee's at-will employment status.