

## **PROCEDURE 206-1 SEPARATION PROCESS**

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

### **Voluntary Separation**

The department/agency/office leader may accelerate the separation date without affecting the employee's good standing. In such cases, the employee may be paid for the period between the planned separation date and the actual separation date if it is in the best interest of the County and is for no more than the required notice period for separation in good standing.

Departments/agencies/offices may approve or reject an employee's request to rescind a resignation or notice of retirement based on legitimate business reasons.

Employees are expected to be productive and to comply with the County's policies and procedures during the notice period. Failure to do so may result in involuntary separation from employment prior to expiration of the notice period. In such cases the employee will not be paid for the period between the last day worked and the employee's intended last day of employment, and the separation will not be in good standing.

### **Involuntary Separation**

Involuntary separations are initiated by the County and include resignations in lieu of separation from employment due to performance or conduct. A resignation will be deemed an involuntary separation when the employee has been given notice of the intent to involuntarily separate prior to the employee's resignation.

Employees who are involuntarily separated for reasons other than performance or misconduct will be deemed to have separated in good standing provided that the other elements of good standing status are satisfied.

Department/agency/office leaders must consult the Department of Human Resources before involuntarily separating an employee from employment.

### **Returning County-Owned Property**

Employees are required to return all County property in good working order on or before the last day of employment or as otherwise designated by the department/agency/office leader.

### **Final Pay**

The employee's final pay will be direct deposited on the next scheduled payday and the final deposit advice statement will be mailed to the employee's address on record with the Department of Human Resources unless the employee provides a different mailing address.

### **Benefits**

Where payment for accrued and unused vacation or sick leave is due upon separation, payment will be direct deposited on the next scheduled payday and the final deposit advice statement will be mailed to the employee's address on record with the Department of Human Resources unless the employee provides a different mailing address.

All other accrued, vested benefits due to an employee who separates from employment with the County will be paid as determined by the benefit plan.

Certain voluntary, employee-paid benefits may be continued at the separating employee's request. The Benefits Division of the Department of Financial Management & Administration will notify separated employees in writing regarding the benefits that may be continued and the terms, conditions, and limitations of such continuance.

Employees who separate from employment should refer to the flexible spending account and dependent/childcare expenses (Section 125) plan procedures regarding requests for reimbursement, if applicable.

Employees involuntarily separated due to misconduct may be ineligible for unemployment benefits and/or continuation of health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA).