

Title: Separation of Employment
Policy Number: 120
Effective Date: July 1, 2009
Revision Date:
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to terminate employment because of an employee's voluntary or involuntary resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction in the workforce or other. Discharge 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 and the County reserves the right to terminate employment at any time and for any lawful reason.

Comments:

- (1) Employees are requested to give advance written notice of their intent to resign. Employees who fail to give written notice are deemed ineligible for re-employment. When giving a written notice of resignation, the following guidelines are suggested:
 - (a) Department Heads and supervisory employees are requested to give a minimum of four (4) weeks' notice;
 - (b) Administrative employees are requested to give at least three (3) weeks' notice; and;
 - (c) All other employees are requested to give at least two (2) weeks' notice.
 - (d) Official resignations may only be rescinded with the approval of the Department Head.
- (2) Employees who are absent from work for three (3) consecutive work days without being excused or giving proper notice will be considered as having voluntarily resigned.
- (3) For policies and procedures leading up to discharge for disciplinary reasons, see Disciplinary Procedure.
- (4) For policies and procedures governing separation as a result of retirement, see Retirement.

- (5) For policies and procedures governing a reduction in force, see Layoff and Recall.
- (6) The Human Resources Department or designee may conduct an exit interview with the employee prior to separation.
- (7) Final paychecks are mailed to the employee's residence. Prior to receiving a final paycheck, the Department Head shall be responsible for:
 - (a) Ensuring that the employee has completed an authorization form in order for payroll to mail the employee's final payroll check.
 - (b) Securing all County property in the employee's possession, such as County identification cards, keys, credit cards, laptop computer, tools, and other similar items.
 - (c) Ensuring that accounts are settled as originally agreed or by deduction from final pay, as provided by law if the employee owes the County any money or is responsible for any lost or damaged County property.
 - (d) Ensuring that the employee has complied with the work restrictions set forth in the "Educational Reimbursement" policy, if the employee has received tuition reimbursement. If the employee is separating prior to one year after course completion, the employee is required to reimburse the County as outlined in the "Educational Reimbursement" policy.
- (8) The Auditor's Office/Payroll Division is responsible for notifying terminating employees who are covered by the County's group insurance plan(s) of their right to continue coverage under that plan as required under the Consolidated Omnibus Budget Reconciliation Act "COBRA".
- (9) Requests for employment references should be made in writing to the Human Resources Department or Auditor's Office/Payroll Division and should include an authorization by the employee for the release of the requested information. Reference information and dates of employment shall not be released without the employee's authorization.