

EMPLOYMENT RESIGNATION & TERMINATION 712

Effective Date: 07/05/2016

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

Since employment with Cass County is based on mutual consent, both the employee and Cass County have the right to terminate employment at will, with or without cause, at any time, with the exception of Social Services, which is subject to the North Dakota Human Resources Department's Administrative Rules. Employees will receive their final pay in accordance with applicable state laws.

Employees who are terminated will receive two weeks of pay unless the Department Head documents to the Human Resources Department a good reason to deny pay. Furthermore, an employee who is terminated will receive annual leave accrued through the last day of work on the final paycheck. Benefits, including holiday pay, will end on last day the employee is at work. Employees terminated due to a reduction in force will be paid for a holiday that occurs on the last day of the month if they work through the preceding day.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Cass County. Resigning employees must put their resignation notices in writing. To help manage workload and other transition issues, Cass County requests at least 2 weeks' written resignation notice from all employees. We expect management employees to provide 1 month notice. Employee's last day at work must physically be at work; an employee cannot use annual leave or sick leave for the last day of employment.

Resigning employees will be provided pay for their last day worked on the next regular pay day, as well as accrued but unused annual leave.

Prior to an employee's voluntary departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.