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SUBJECT: RESIGNATION/TERMINATION

EFFECTIVE DATE: Revised MARCH 7, 1994

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The County requests that employees who resign provide two (2) weeks notice in writing. This will enable the County to attempt to find a suitable replacement. Management personnel are encouraged to submit their notice of resignation at least one (1) month prior to their last day of work.

Employees who resign are requested to complete an Exit Interview Questionnaire.

If an employee is terminated, that person will receive two weeks of pay unless the department head documents good cause to deny pay to the Personnel Office. Benefits, including holiday pay, will end on the last day the employee is at work and vacation accrued through this last day at work will be paid out in the final paycheck. In addition, employees hired under a grant contract will be subject to this policy, but employees who are 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.

If the resigning/terminating employees are changing their address they should leave their new phone number and address with the Personnel Department in order that W-2 tax statements may be forwarded correctly. It is also necessary that the terminating employee sign required paperwork in the Personnel Office. Employees shall also turn in all County property to the department head upon their termination of employment and then will be entitled to:

- pay through last day worked, checks to be issued on the regular county pay day;
- pay for paid annual leave earned through the last day worked but not yet taken;
- rights under benefit plans as provided in such plans.