



## Grant County, Washington Policies & Procedures

POLICY NUMBER 1000

### Leaving Grant County (Separations)

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APPROVED: *for*

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Richard Stevens, Chair, Board of County Commissioners

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Date Signed

LAST REVISED:    /    /   

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### POLICY NUMBER 1000, Leaving Grant County (Separations)

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#### 1001 – General Information

- 1001.1 Upon separation under any circumstance and for any reason(s), employees will be compensated for all wages due for services rendered through their date of separation and any additional compensation due, such as annual leave minus authorized deductions on the next regularly scheduled pay day. Information relating to employee pay/compensation upon separation from Grant County is located in Policy No. 600, Rate of Pay/Compensation, Sections 611, *Compensation Upon Separation*, and 612, *Prohibition Against Severance Pay*. Questions regarding final paychecks should be directed to Accounting.
- 1001.2 When employees leave the County, they will be asked to participate in an exit interview. The primary purpose of this is to ask employees for valuable feedback about their work experience at Grant County. An employee's participation in an exit interview is voluntary and greatly appreciated. We encourage honesty and openness during this

process. Information obtained during the exit interview will be maintained reasonably confidential and shall not be referenced during any employment verification for the resigning employee.

## **1002 – Work Reductions/Call Back**

- 1002.1 Employees may be laid off for reasons including, but not limited to, changes in the organization, lack of work, and/or lack of funds. When layoffs are required, the hiring authority will base the decision on the needs of the office or department. All layoffs are subject to prior approval by the Board of County Commissioners.
- 1002.2 The County will, whenever possible, provide the employee with two (2) weeks' prior notice of layoff, during which time the employee may be allowed to use earned annual leave or compensatory time to pursue other employment. During the six (6) month period following a layoff, the County will consider for recall those persons on lay off status if a suitable position becomes available and the former employee has filed a written request for consideration with the Human Resources department, subject to the following provisions: past performance, qualifications, disciplinary record, abilities and seniority will be considered to determine which employees will be recalled for available work.

## **1003 – Re-Employment**

Should employment with Grant County end due to resignation or lay off and the former employee is no longer on recall status, the former employee may be considered for re-employment. Former employees, not on recall status, will be required to go through the application and interview process as outlined in Policy No. 300, Recruiting, Hiring, and Volunteers, Section 307, *Selection and Hiring*. Former employees will not necessarily be given first consideration in the selection process.

## **1004 – Benefits**

Specific information regarding employee benefits relating to leaving Grant County's employment may be found in:

- (1) Policy No. 900 – Benefits, Section 903, *Continuation of Health Insurance Benefits (COBRA)*;
- (2) Policy No. 900 – Benefits, Section 908, *Unemployment Compensation*.

## **1005 – Resignation**

- 1005.1 When an employee wishes to resign because of illness or for personal reasons, the possibility of a leave-of-absence may be explored if the employee has a good work record and has sufficient length of service.

Detailed information regarding Leave of Absence is located in Policy No. 800, Leave & Holidays.

- 1005.2 Written notice of an employee's resignation, including the anticipated last day of work, would be appreciated and should be given to his/her supervisor. An employee's last day of work will be considered the official date of separation from the County. It is suggested that the employee give at least two (2) weeks' notice before voluntarily resigning employment.
- 1005.3 The County reserves the option to provide an employee with pay in lieu of working the two (2) week notice period (see Policy No. 600, Rate of Pay/Compensation, Section 612, *Prohibition Against Severance Pay*).
- 1005.4 Employees are required to immediately turn in all County property, of any kind, upon separation of employment.

### **1006 – Retirement**

Grant County is a member of the federal Social Security System, Washington Public Employee Retirement System (PERS) and the Washington Law Enforcement Officers and Fire Fighters System (LEOFF). When an employee reaches the appropriate retirement age or appropriate timeline for his/her retirement system(s), has accumulated a sufficient number of years in the appropriate retirement system(s), and/or meets the other eligibility requirements, he/she may retire. Employees contemplating retirement or who have questions about the retirement system(s) should contact the Human Resources department or the Washington State Department of Retirement Systems. Additionally, Policy 900, Benefits, Section 904 (Retirement Program – PERS & LEOFF) contains additional information pertaining to County retirement benefit plans.

### **1007 – Termination of Employment**

- 1007.1 As set forth in Policy 200, General Standards for Employees, Section 202, and Policy 400, Employment, Section 401, employment at Grant County is at will. The County retains the right to terminate an employee's employment at any time, for any reason or no reason with or without cause and with or without prior notice while adhering to Equal Employment Opportunity, Non-Discrimination, and/or Anti-Harassment policies as defined in Policy 200 (referenced above) Sections 203, 205, and 206, respectively.
- 1007.2 Violation of any County policy may result in discipline, up to and including termination of employment.
- 1007.3 It is against Grant County policy to offer and/or give severance pay in lieu of notice of termination of an individual's employment (see Policy 600, Rate of Compensation/Pay, Section 612, *Prohibition Against Severance Pay*).