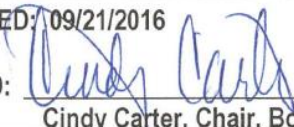


Grant County Personnel Policy

DATE ISSUED: 09/21/2016	EFFECTIVE DATE: 09/21/2016
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	09-19-16 Date Signed
LAST REVISED: 07/11/2016	CONTACT: Human Resources

612 – Prohibition Against Severance Pay

612.1 It is against Grant County policy to offer and/or give severance pay in lieu of notice of termination of an individual's employment.

612.1.1 Specific information is located in Policy 1000, Leaving Grant County (Separations) regarding termination, layoff, and resignation. However, it should be noted that:

- (a) Policy 1000, Section 1002 states that in regard to work reductions/call backs that "...[t]he 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..." The purpose of this policy section is to give employees two weeks' notice prior to layoff, and to provide an opportunity for him/her to use earned leave for job search or other purpose(s).
- (b) Policy 1000, Section 1007, in regard to an employee's resignation, states that "...[t]he County reserves the option to provide an employee with pay in lieu of working the two (2) week notice period..." The purpose this policy section is to give the County a limited option of providing pay in lieu of two weeks' notice of termination when in the best interest of the County. While not the normal preference, there are exceptional circumstances where the County's best interests are served and liability may be mitigated by offering pay in lieu of two weeks' notice.

612.1.2 In those exceptional instances where pay in lieu of notice is being considered, advance request and approval by the Board of County Commissioners is required. Requests should be submitted to the Director of Human Resources, who will provide an analysis and recommendation to the Board prior to making its decision.