

Grant County Personnel Policy

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APPROVED:  

for Richard Stevens, Chair, Board of County Commissioners

06-22-15
Date Signed

LAST REVISED: / /

CONTACT: Human Resources

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.