

SALT LAKE COUNTY HUMAN RESOURCES POLICY & PROCEDURE**TERMINATION OF EMPLOYMENT****REFERENCE**

County Personnel Management Act, Utah Code Annotated 17-33-8
Human Resources Policy & Procedure: Discipline
General Definitions

PURPOSE

To define and provide uniform and consistent termination practices used in Salt Lake County Government.

SUBJECTS COVERED IN THIS POLICY

- Exit Interview
- Resignations
- Retirements
- Terminations

PROCEDURE**1.0 RETIREMENTS**

- 1.1 Employees, at their discretion, may choose to retire anytime after they are eligible under provisions of the Public Employees' Retirement Act, the Firefighters' Retirement Act, or the Public Safety Retirement Act.
- 1.2 Employees are encouraged to provide sufficient notice to supervisors, County Human Resources and the Retirement Office in writing (letter to supervisor and signed application for the Retirement Office) at least sixty days in advance of their expected retirement date.
 - 1.2.1 Part-time and full-time merit employees with benefits who give a thirty day written notice shall receive eight hours pay in addition to their regular salary, vacation pay, etc. paid at the end of their employment.
- 1.3 Accumulated earned vacation time and pre-termination leave shall be paid by the employing department and reimbursed by the Employee Service Reserve Fund. Payment for accumulated earned vacation shall be calculated by multiplying the vacation hours accrued by the hourly rate in effect on the day of termination.
 - 1.3.1 Eligible employees shall receive twenty-five percent of the total number of sick leave hours accrued times their hourly rate of pay.

2.0 RESIGNATIONS

- 2.1 Employees are encouraged to notify supervisors in writing at least thirty days in advance of their expected termination or sixty days before retirement from Salt Lake County.
 - 2.1.1 Part-time and full-time merit employees with benefits who give a thirty day written notice shall receive eight hours pay in addition to their regular salary, vacation pay, etc. paid at the end of their employment.
- 2.2 All resignations, both verbal and written, are deemed accepted when received by the supervisor.
 - 2.2.1 After a verbal or written resignation is received by the supervisor, all employment rights to that position are void.
 - 2.2.2 If the individual requests to withdraw the resignation, it shall be subject to the Administrator's discretion.

- 2.2.3 The absence of an acknowledgment letter shall in no way obligate the supervisor to reinstate a person who has previously resigned.
 - 2.3 A verbal or written resignation and its acceptance shall be acknowledged in writing by the Administrator or designee as soon as practical to confirm the effective date of termination.
 - 2.4 Resignation by Absence
 - 2.4.1 An employee may not absent himself or herself from duty for one calendar day without notifying and obtaining permission of their immediate supervisor or Administrator.
 - 2.4.2 An employee absent for more than one working day without notice, permission or without sufficient reason shall be considered to have resigned.
 - 2.4.3 Employees who are absent as provided above in paragraph 2.4.2, will be terminated as a "voluntary resignation" from County employment. Prior to termination, the Administrator shall send written notice, by registered mail or personal service, to the employee's last known mailing address informing him or her of the pending termination. The employee will be granted the opportunity to respond prior to the official termination.
 - 2.4.3.1 Opportunity to respond shall consist of a scheduled time, within four to ten calendar days after the date of the letter, when the employee may meet with the Administrator to explain his or her absence.
 - 2.4.3.1.1 An employee may also explain his or her absence in writing, provided the explanation is received by the supervisor within 10 calendar days after the letter to the employee.
 - 2.4.3.2 An employee's failure to respond to the notice of termination, either in person or in writing, shall result in the termination going forward.
 - 2.4.3.3 Any termination or voluntary resignation upon one day absence without notice, permission or sufficient reason, shall be effective ten calendar days after the Administrator sends a notice of termination, by registered mail, to the employee.
 - 2.5 Employees who are absent as provided in paragraph 2.4.2 shall not receive any pay beginning the second day of absence.
- 3.0 TERMINATIONS
- 3.1 Withholding of the employee's pay check(s) and/or payment for accumulated vacation leave may be authorized when an employee is being terminated under circumstances in which the employee may owe money to the County or is holding County property. The County may withhold any amount in excess of minimum wage earnings for time actually worked that is equivalent to that which is owed.
- 4.0 LEAVE PAY OUT
- 4.1 Employees who wish to exhaust accrued vacation during the period of time immediately preceding their effective date of retirement, resignation or termination may be placed on pre-termination leave.
 - 4.1.2 Administrators shall be allowed to double fill the allocation of employees placed on pre-termination leave so long as budget allows.

5.0 EXIT INTERVIEW

- 5.1 All merit employees terminating from Salt Lake County employment, including those reduced-in-force, shall be referred to the Human Resources Division for an exit interview relating to insurance and other benefits. Generally, the interview should cover the following:
 - 5.1.1 retirement procedures;
 - 5.1.2 insurance coverage, conversions and extensions;
 - 5.1.3 salary deferral programs;
 - 5.1.4 the cafeteria plan;
 - 5.1.5 vacation and sick leave payments;
 - 5.1.6 tuition assistance refund;
 - 5.1.7 service awards.
- 5.2 The Administrator or designee shall:
 - 5.2.1 collect all County property including but not limited to keys, identification cards, badges equipment or other properties;
 - 5.2.2. secure computer and telephone private access codes;
- 5.3 In addition to the formal exit interview by the Human Resources Division, the Administrator may, by internal policy, choose to conduct his or her own exit interview to seek appropriate feedback regarding its relationship with the departing employee.

APPROVED AND PASSED THIS 15TH DAY OF July, 2008.

SALT LAKE COUNTY COUNCIL

By: _____
David Wilde, Chair

ATTEST:

Sherrie Swensen
Salt Lake County Clerk

APPROVED AS TO FORM:
Salt Lake County Attorney's Office

By: _____

Date: _____