

U. SEPARATION OF EMPLOYMENT

GENERAL POLICY

This policy is intended to cover Scott County's procedures related to termination of employment due to retirement, resignation or layoff.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

RETIREMENT

There is no mandatory retirement age for employees in the County service except for employees who serve in the capacity of a sworn peace officer. In accordance with Chapter 97B of the Code of Iowa, employees who serve in the capacity of a sworn peace officer shall be retired prior to reaching the age of sixty-six (66). A regular employee who intends to retire his/her employment with the County pursuant to Policy P is encourage to provide the department head with as much advance written notice as possible in order to assist in an orderly transition of duties and staff.

RESIGNATION

A regular employee who voluntarily terminates his/her employment with the County is required to provide the department head with advance written notice of at least two (2) calendar weeks to ensure an orderly transition of staff.

Upon tendering their resignation or retirement notice, the employee shall remain in active employment without access to unused leave accruals. Exceptions to this rule may be

approved by the department head depending on the nature of the request and the operational needs of the department. Employees shall not be permitted to use paid leave to extend employment for the sole purpose of extending benefits. Employees must physically be at the worksite on their final day of employment.

The County has the option of shortening the time period of a resignation notice if adequate staffing needs can be achieved.

LAYOFF

The Board of Supervisors reserves the discretion to determine the necessity for and implementation of a layoff in the County workforce due to lack of funds or abolishment of the service or job function.

All temporary, seasonal and/or probationary employees working in the classification designated for layoff shall be laid off prior to the layoff of regular, non-probationary employees. Consideration will then be given to seniority and job qualifications. In addition to seniority, the criteria for retaining employment during a staff reduction will be as follows:

- 1) The job itself is necessary for conducting business in an efficient manner.
- 2) The employee possesses the skills needed to perform the required job function.
- 3) The employee has appropriate seniority available.

All employees affected by a layoff shall be given written notice with as much advance notice as possible, but not less than 30 days prior to the effective date of removal. An employee subject to a layoff notice will be afforded reasonable time off work to seek employment elsewhere. Less than 30 days notice may be provided in case of a catastrophic event or natural disaster that results in the need to shut down operations or layoff staff.

Employees subject to layoff may be recalled into the former position within one year of the effective date of the layoff notice. The order of recall shall be based on the employee's years of service in the recalled position. Employees shall be given a reasonable time to return to work. If an employee was laid off from a full-time position and is recalled to a part-time position, the person can accept or decline the position and remain on recall for a full-time position. After recall the employee will be paid at the same rate of pay before the layoff including other pay adjustments for which the employee would have been eligible while on layoff.

Employees subject to a layoff are encourage to seek other County wide employment when available and managers are encouraged to give due consideration to their applications subject to qualifications.

ADMINISTRATIVE PROCEDURES

1. The department head or designee shall be responsible for entering a Personnel Action upon notice of termination in order to notify appropriate departments of the need to deactivate access to any computers, technology or buildings.
2. The Human Resources Department are available to assist an employee upon notice of retirement, resignation, layoff or dismissal in order to provide the employee with information regarding termination of benefits and to discuss related employment concerns.
3. The department head or designee is responsible for retrieving all County property from the separating employee before the end of the final day of work. The department head or designee should review a departmental list of assigned equipment, keys and uniforms to assure proper return of property. Property specifically assigned and receipt acknowledged by the employee may be deducted from the final paycheck if not returned. If this is the case, the department head or designee should consult with Human Resources who will advise Payroll on any proper withholdings.