



## **Weber County Human Resources Policy 2-600**

### **Resignation & Separation**

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#### **I. Purpose**

This policy identifies the procedures an employee should take to resign from Weber County employment and the procedures a supervisor should take to respond to an employee resignation or to initiate a separation of employment.

#### **II. Policy**

Resignation or separation of employment may occur in a variety of ways and supervisors have specific procedures by which to respond to a resignation or to initiate a separation. The Human Resources Department will identify trends requiring attention or opportunities for improving the County's ability to respond to issues relating to employees' decisions to leave employment.

#### **III. Procedures**

##### **A. Notification of Resignation**

1. Employees are encouraged to notify supervisors in writing at least two weeks in advance of their expected separation or sixty days before retirement from Weber County.
2. All resignations are accepted as of the date specified for resignation when received in writing by the supervisor.
  - a. After a resignation is effective, all employment rights to that position are terminated.
  - b. An employee's request to withdraw their resignation is subject to supervisor's discretion, but only if the request is made before the date specified for the resignation.
  - c. The absence of an acknowledgment letter in no way obligates management to reinstate a person who has previously resigned.
3. Whenever possible, the employee who resigns shall present the reasons for resignation in writing to the supervisor. A copy of the resignation shall be forwarded to Human Resources by the supervisor. Weber County encourages all supervisors to conduct exit interviews.
4. The supervisor may require the employee to take paid administrative leave until the resignation takes effect.

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### **B. Resignation by Absence**

1. An employee absent for three or more consecutive scheduled work days without notice, permission, or good reason will be considered as having voluntarily resigned and will be terminated from county employment.
  - a. Prior to termination, the supervisor will attempt to call the employee.
    - i. If employee contact is made and the employee fails to provide a reasonable basis for the absence, as determined by the supervisor, then the supervisor, in their discretion, may proceed with termination.
  - b. If the supervisor is unable to contact the employee by telephone, the supervisor will send written notice by registered mail to the employee's last known address informing him/her of the pending termination.
  - c. The employee will be given an opportunity to respond before the official termination.
    - i. The opportunity to respond consists of a scheduled time, within four to ten calendar days after the date of the letter, when the employee may meet with the supervisor to explain the absence.
    - ii. If the employee does not respond to the notice of termination, either in person or in writing, the termination will proceed.

### **C. Disciplinary Termination**

1. An employee holding a merit appointment in the County service may be terminated for violating county policy, including but not limited to violations of Policy 3-400: Standards of Conduct. Termination of a merit employee's employment must follow the procedures outlined in Policy 3-600: Discipline.
2. Non-merit employees serve at will and may be terminated for any lawful reason, or for no reason, without following the procedures of Policy 3-600: Discipline. However, any applicable requirements in other county policies must be followed.

### **D. Reduction-in-force**

1. When initiating a reduction-in-force ("RIF"), a County department, division or elected official may designate and request the positions or classifications to be eliminated, subject to review by the Human Resources Director. A reduction-in-force may be requested based upon inadequate funds, change of work load, lack of work, cost control, or material changes in the duties or organizational structure. A reduction in force does not qualify for grievance.
2. The Human Resources Director will review the plan and certify those positions that will be subject to the reduction-in-force. Temporary, seasonal, part-time and probationary workers in the affected classifications will be separated before any full time merit employees. The Human Resources Director will notify the requesting supervisor of the approval.

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3. The department will prepare written notification to the affected employees and submit the notification to Human Resources for approval before distributing to the employees. The written notification should include:
  - a. The reason for the reduction-in-force
  - b. The effective date of the changes
  - c. The employee's rights
  - d. The agency's effort to minimize the reduction and find alternative employment in the county
4. The Human Resources Director may permit bumping within the department for full time merit employees subject to a RIF ("RIF employees"), as follows:
  - a. Bumping may provide a RIF employee with the opportunity to return to a previously held position within their department. Bumping is not permitted across department lines.
  - b. The RIF employee must meet the current minimum qualifications for the classification or position they are bumping into. If the employee formerly held a classification that has changed in title, grade, or job code, the employee may only bump into that position if the essential duties of the formerly held position are still contained in the reclassified and/or reallocated position and the grade is equal to or less than the employee's current classification.
  - c. Retention points, as described below, will be calculated for RIF employees who may be eligible for bumping rights as described above. Retention points will also be calculated for all employees in the positions that the RIF employees might bump into.
  - d. Starting with the eligible RIF employee with the most retention points, each eligible RIF employee will be allowed to bump if he or she has more retention points than an employee in a position that the RIF employee is eligible to bump into. Employees in those positions will be let go in order of retention points, starting with the employee with the fewest retention points.
  - e. The employee who exercises his or her bumping option will be reassigned or transferred to the new classification, without a break in service, and will have his or her pay level established by the department head/elected official, subject to the approval of the Human Resources Director.
5. Retention points will be determined by an employee's ability, seniority and merit. Seniority will be based upon the total amount of time working in a merit position for Weber County without a break in service. County service time will include military service subject to [U.S. Code 38.43. 4301- 4333 Uniformed Services Employment & Re-employment Rights Act, 1994 \(USERRA\)](#) and any other county employment required by State or Federal law to be included in the service time computation. Partial years will be prorated for each full month or partial month that includes at least 15 calendar days. Ability and merit will be determined by an average of the employee's last three, or fewer, completed evaluation scores. If no evaluation has been completed, the employee will receive an average score based upon the possible rating scale.
  - a. At the discretion of the requesting department or elected official, additional points may be added to the overall retention score based upon ability. When identifying the reduction-in-force plan, the department or elected official

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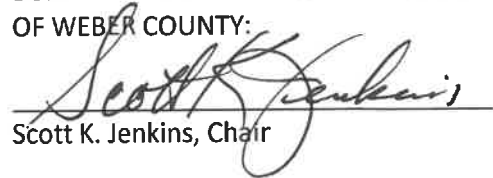
- may designate ability criteria warranting the additional score. When requested, each employee in the designated classification will receive an ability rating of 1-3 based upon objective identified criteria. Ability score may be applied to identifiable skills such as, but not limited to; licensure, certifications, an ability to perform designated duties listed on the official job description which are weighted 25% or greater, or an ability to operate specialized equipment or databases.
- b. Final retention points will be created by adding together the service credit score with the averaged evaluation score. In cases where an ability score was utilized, the ability score will add points to the final retention score. In no case will ability add more than 3 points.
- 6. After a reduction-in-force, reduced merit employees will be added to a reappointment register for a period of six months from the date of separation. All RIF rights will expire after six months.
  - 7. All departments will be responsible for contacting Human Resources prior to completing a personnel action to determine the availability of qualified employees who have been reduced-in-force. The hiring authority will be required to interview all certified employees in an effort to reinstate those who have been reduced in force.
    - a. The Human Resources division will certify applicants from the reappointment register to positions for which they meet the minimum qualifications.
  - 8. County departments, divisions and elected offices will make an attempt to reinstate employees who have been reduced in force.
  - 9. For all certified RIF applicants not hired, the hiring authority will justify in writing to the Human Resources Director the reasons for the non-selection.
  - 10. The hiring authority will set the salary of the reinstated employee as follows:
    - a. The employee will be required to serve a merit probation period unless the employee is being hired into the same classification from which they were reduced-in-force.
    - b. A RIF employee may be reinstated at the employee's previous salary at the supervisor's discretion, with the approval of the Human Resources Director, if the pay grade for the reinstated position is equal to the pay grade of the position that was subject to the RIF, and depending on budget availability.
    - c. The employee's service date will be adjusted to reflect all previous merit employment with Weber County. The adjusted service date will be used for the purpose of determining vacation accrual, service awards, and the calculation of reduction-in-force retention points.
  - 11. The Human Resources Department will remove the names of employees who have been reduced-in-force from the reappointment register if they decline two interviews or offers of employment, without written justification deemed acceptable by the Human Resources Director.

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DATED this 26<sup>th</sup> day of April, 2022.

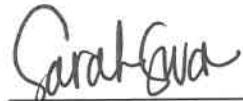
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Human Resources

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