



Weber County Human Resources Policy 2-600

Resignation & Separation

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, upon approval from the Human Resource Director.

Weber County Human Resources Policy 2-600: Resignation & Separation

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 shall 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, may proceed with termination upon approval from the HR Director.
 - b. If the supervisor is unable to contact the employee by telephone, the supervisor shall 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. Within seven (7) calendar days of the date of the notice, the employee must either submit a written response or request a meeting with the supervisor. A meeting requested within the seven (7) calendar-day period will be scheduled at a mutually agreeable time.
 - ii. If the employee does not respond to the notice of termination, either in person or in writing, within the seven (7) calendar days, or if the employee fails to provide a reasonable basis for the absence, as determined by the supervisor, then the supervisor may proceed with termination upon approval from the HR Director.

C. Disciplinary Termination

1. An employee holding a merit position in the County may be dismissed for cause. 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. The HR Director must approve all terminations.

D. Reduction-in-force

1. 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. Employees shall be notified of the reduction in force after completion of the following items below:

Weber County Human Resources Policy 2-600: Resignation & Separation

- a. When a reduction in force (RIF) results in the elimination of one or more positions, employees shall be retained based on a retention point system designed to evaluate seniority, ability, and performance.
 - b. The Human Resources Director shall identify the department, division, work group, and position(s) affected by the proposed reduction in force.
 - c. Before any full-time employee is considered for separation, temporary, seasonal, part-time, and probationary employees in the affected positions shall be separated first. Grant-funded employees shall remain in their grant-funded positions for as long as funding is available, unless separated under another provision of County policy.
 - d. The Human Resources Director shall identify all employees within the affected positions. If only one employee occupies the affected classification, no retention point calculation is required. If more than one employee occupies the affected position, each employee shall be evaluated using the retention point system described below.
 - i. **Calculate retention points.** Employees shall receive retention points in the following categories, for a maximum total of one hundred (100) points:
 - 1. Seniority – up to fifty (50) points
 - 2. Ability – up to twenty-five (25) points
 - 3. Performance – up to twenty-five (25) points
 - ii. **Rank employees.** Employees shall be ranked from the highest total retention points to the lowest total retention points within the affected position classification.
 - iii. **Break ties.** If two or more employees have the same total retention score, the employee with the higher performance score shall be ranked higher. If a tie still exists, the employee with the higher ability score shall be ranked higher. If a tie remains, the employee with the greater continuous career service with the County shall be ranked higher. If all factors remain equal, the Human Resources Director shall resolve the tie by a documented random selection process.
 - iv. **Identify affected employees.** The employee(s) with the lowest retention scores shall be identified for separation based on the number of positions being eliminated.
 - e. Before any employee is separated, the Human Resources Director shall determine whether the employee is eligible for any bumping rights under this policy.
3. Retention Point Calculations
- a. Seniority (Maximum 50 Points): Seniority is based on an employee's continuous employment with Weber County. Employees shall receive credit for all prior service completed during continuous County employment, including periods in which the employee transferred to or from a non-merit

Weber County Human Resources Policy 2-600: Resignation & Separation

position without a break in County employment. An employee who separates from County employment and is later rehired into a merit position shall have seniority calculated from the employee's most recent merit hire date. Employees shall receive two (2) retention points for each completed year of full-time service, up to a maximum of fifty (50) points. Employees who worked less than full-time shall receive retention points based on their full-time equivalent (FTE) status. Retention points shall be calculated by multiplying two (2) points by the employee's FTE for each completed year of service. If an employee's FTE changes during a completed year, retention points for that year shall be calculated proportionately based on the amount of time worked at each FTE. For example, an employee who works six (6) months at 1.0 FTE and six (6) months at 0.50 FTE during a completed year shall receive 1.5 retention points for that year. Approved leaves of absence shall not interrupt continuous service or reduce seniority retention points. Total seniority retention points shall not exceed fifty (50) points.

- b. Ability (Maximum 25 Points): Ability reflects an employee's demonstrated knowledge, skills, and qualifications necessary to perform the work remaining after the reduction in force. The Department Head shall assign up to twenty-five (25) points based on documented job-related factors, including technical expertise, experience, certifications, licenses, education, and other qualifications relevant to the position. The Department Head shall provide written justification for each employee's ability score.
 - c. Performance (Maximum 25 Points): Performance retention points shall be based on the employee's overall performance ratings from the three (3) most recent performance appraisals. The overall ratings shall be averaged, and the resulting average shall be multiplied by five (5) to determine the employee's performance retention points, for a maximum of twenty-five (25) points. If the employee has fewer than three (3) performance appraisals since their most recent career service hire date, the average shall be calculated using the available appraisals.
 - d. The performance retention score shall be reduced by disciplinary actions imposed within the preceding three (3) years as follows: each verbal warning, minus one (1) point; written warning, minus five (5) points; suspension or demotion, minus ten (10) points. The final performance retention score shall not exceed twenty-five (25) points.
- 4. The HR Director shall identify affected employees and potential bumping rights.
 - 5. The HR Director will present the employee lists, identify employees with the fewest retention points, identify potential employee bumping rights, and certify that assigned job classifications are accurate for affected positions to the County Attorney's office for review for compliance with this policy.

Weber County Human Resources Policy 2-600: Resignation & Separation

6. After the County Attorney's office has reviewed and given their opinion as to whether the proposed action complies with this policy, the County Commission will determine whether or not to provide approval for the reduction in force and the position(s) to be eliminated.
7. After County Commission approval, Human Resources will prepare reduction in force notifications for affected employees and provide them to the Department Head or Elected Official.
8. 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
9. The Human Resources Director may permit bumping within the department or elected office for full time 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 or elected office. Bumping is not permitted across department lines or between elected offices.
 - 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 above, 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. An employee who exercises a bumping right shall be reassigned or transferred to the new position without a break in service. The employee shall retain their current rate of pay unless it exceeds the maximum salary of the pay grade for the position into which they are bumping. If the employee's current rate of pay exceeds the maximum salary for that pay grade, the employee shall be placed at the maximum salary of the pay grade.
10. 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

Weber County Human Resources Policy 2-600: Resignation & Separation

other county employment required by State or Federal law to be included in the service time computation.

11. After a reduction in force, separated 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.

10. The separated individual shall be invited to interview for any open position for which they meet the minimum qualifications.

11. County departments, divisions and elected offices must make an attempt to reinstate employees who were subject to a reduction in force.

12. 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.

13. 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 position 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. Upon reinstatement, an employee shall receive credit for all prior merit employment with Weber County. Such service shall be recognized for the purposes of determining vacation accrual, service awards, and retention points in the event of a reduction in force.

14. 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.

DATED this _____ day of _____, 2026.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY:

Gage Froerer, Chair

Weber County Human Resources Policy 2-600: Resignation & Separation

ATTEST:

Ricky Hatch, CPA
Weber County Clerk/Auditor

Emily Wilde
Human Resources

Approved as to form and legality:

Courtlan Erickson
Deputy County Attorney