

# Iowa County Resignation Policy

June 2007

*This policy applies to all Iowa County employees receiving remuneration from the County unless this Policy conflicts with the provisions of an applicable collective bargaining agreement.*

Section 1 Notice for Non-Supervisory Positions Employees wishing to resign in good standing shall give written notice to the Personnel Director and department head not less than ten (10) working days before such resignation shall be effective. Failure to give required notice will affect sick leave, accrued pro-rated vacation, and floating holidays.

Section 2 Notice for Supervisory Positions - department heads and supervisors wishing to resign in good standing shall give written notice to their supervisor and/or the Administrative Coordinator/County Administrator with a copy provided to the Personnel Director, not less than ten (10) working days before such resignation shall be effective. These individuals are strongly recommended to provide twenty (20) working days notice of their resignation. Department heads shall also provide their respective Committee Chair with a copy of their letter of resignation, where applicable. Failure to give required notice will affect sick leave payout, accrued pro-rated vacation, and floating holidays.

Section 3 Final Two Weeks of Employment - For both supervisory and non supervisory employees, unless an exception is approved by the County Administrative Coordinator/County Administrator based upon compelling reasons, employees will be required to work their final two weeks of employment. Although an employee may be paid for earned vacation, holidays, floating holidays, compensation time, and retirement payout, employee benefits are not earned for time beyond the employee's last day of actual work, defined as the last day the employee is completing work for the County within a normal work setting. If an employee is separated with the County, the employee will reimburse the County for any vacation which was taken but unearned.

Section 4 Termination Notice - The department head shall notify the Personnel Director in writing as soon as he/she learns that a department employee is leaving. When a letter of resignation is received, the department head shall forward it to the Personnel Department.

Section 5 All Resignations Final - All resignations from employees in good standing shall be final unless reversed by the department head and the Administrative Coordinator/Administrator with the following exception: On behalf of the County, the Administrative Coordinator/County Administrator is entitled to not accept the resignation notice submitted by an employee who is the subject of an ongoing employment investigation at the time that notice is submitted.

Section 6 Failure to Provide Notice - Failure to give required notice shall result in forfeiting the payment for floating holidays and vacation accrued but unused in the current year.

Section 7 Job Abandonment - An unauthorized absence of an employee for three (3) consecutive workdays may be considered by the County as a resignation of such employee.

Section 8 Exit Interviews - The exit interview is conducted by the Personnel Director with an employee who is separating from employment with the County, and is intended to gain insight into the effectiveness of County personnel and management practices, to determine where personnel guidelines and procedures are in need of review or revision, and to determine where supervisory or managerial practices need modification or improvement. The exit interview is also designed to inform exiting employees of their rights under the law and to discuss availability of continued benefits. Exit interviews will be conducted whenever possible regardless of the reason for leaving, position held, or length of service.

Section 9 Return of County Equipment - Employees leaving County employment must return County vehicles, books, manuals, keys, tools, equipment and other County owned items on or before their last day of work. In the event an employee leaves his/her employment without returning County property, the employee's final pay check may be held until such time as the issue is resolved.

This Policy supersedes the *Resignations* Policy included in PART VIII A. of the *Iowa County Personnel Policies for Management and Non-Represented Employees*.