

Series: 100- Recruitment, Hiring & Separation from Employment	§ .105
	Effective Date: November 10, 2022
Title: Separation from Employment	Adoption/Revision Date: November 10, 2022
Custodian: Personnel Manager	Approving Body: Personnel Committee

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51, 59.52, 101, 103,109, and 111
- b. Clark County Code of Ordinances, Section 2-48

2. References

- a. Adopting Resolution/Ordinance/Motion: XX-X-22
- b. Other Resolution/Ordinance/Motion: N/A

3. Purpose/Policy Overview

- a. To establish a process to address an employee’s separation from county employment.
- b. Separation from employment includes, but is not limited to; resignation, retirement, reduction in workforce, failure to return from approved leave, discharge from employment, or disability.
- c. Separation from employment may be voluntary or involuntary (i.e. retirement or termination).

4. Notice

- a. An employee who decides to voluntarily terminate their employment with the county is expected to provide at least two (2) weeks advanced notice.
 - i. If an employee fails to provide such notice, the employee will be considered to “resign not in good standing” unless otherwise approved by the Office of Personnel.
- b. Separating employees shall provide written notice of resignation to their department head or, in the case of a department head resigning, the oversight body, both of whom have authority to accept resignation notices.
- c. Written resignation notices shall be forwarded to the Office of Personnel within one (1) business day of receipt. Resignation notices may be rescinded upon Personnel Manager review and approval by the department head or oversight body.
- d. Written resignation notices shall contain: 1) employee’s full name; 2) employee’s mailing address; 3) employee’s position; 4) date of notice; and 5) anticipated last day of employment.
- e. An employee’s failure to report to work as scheduled and/or failure to contact the employee’s supervisor/department on three (3) or more working days may result in the determination that the employee abandoned the position resulting in disciplinary action or voluntary resignation of employment.

5. Separation Procedure

- a. Upon separation from employment, compensation and benefits which have been earned and accrued will be credited pursuant to law and policy.
- b. Unless retiring and eligible through the Wisconsin Retirement System, no separating employee may extend their last day of employment by using benefit time.
- c. Separating employees may provide post-employment feedback via an exit interview and/or by completing and submitting an exit interview questionnaire to the Office of Personnel.
- d. The Office of Personnel, in conjunction with the Office of Finance, shall ensure all post-employment activities are completed.
 - i. See Attachment A – Employment Separation Checklist

6. Termination

- a. Department heads shall review the employee's situation with the Office of Personnel before an employee is terminated.

7. Reduction in Workforce

- a. The county reserves the right to lay off employees, in whole or in part, regardless of the employee's length of employment.

8. Return of County Property

- a. Prior to separation from employment, any county equipment assigned to the employee must be returned to the employee's department or the Office of Personnel. Such property includes, but is not limited to, ID/key cards; keys; computer; office equipment; mobile phones; calculators; uniforms; and documents.

9. Last Day of Employment

- a. The last day worked for the county will normally be considered the last day of employment.
- b. The county reserves the right to determine the employee's last day of employment.

10. Payments to Separating Employee

- a. The Office of Personnel shall request the Office of Finance to calculate any payments (i.e. wages, PTO, sick leave) that may be due to a separating employee.
- b. Payments due to a separating employee for hours worked shall be paid in full by the date the employee would regularly be paid based on the payroll schedule.
- c. The county reserves the right to withhold other payments (i.e. PTO and/or sick leave payout) contingent on the completion of separation from employment conditions (i.e. return of county property).

11. Attachments

- a. Attachment A – Employment Separation Checklist

**Attachment A
 Employment Separation Checklist**

Name of Separating Employee _____
Separation Date

***Initial and Date if task complete**

Initial	Date	
Department Head or Designee		
		Receive/forward employee resignation letter or termination letter
		Collect county property from employee (i.e. laptop, phone, keys, badge, credit card, tools/equipment, business cards, uniforms, etc.)
		Notice of employee's separation to applicable employees/representatives
		Office space cleaned
		Complete/forward IT User Access Authorization Form (email & send hard copy to IT; CC: Personnel)
Personnel		
		Receive/file employee resignation letter or termination letter
		Ensure separating employee's mailing address and telephone are filed
		Send resignation/termination acknowledgement letter to employee along with exit interview questionnaire
		Notice of employee's separation to applicable vendors (i.e. MCTWF, Lincoln, etc.)
		Notice of any post-employment obligations (i.e. confidentiality)
		Transfer of personnel/medical file and I-9 to separated employee file
Finance		
		Notice of post-employment benefits/funds (i.e. EBC, NACo, WRS, Teamsters, BML, etc.)
		Determine final payout amounts (i.e. hours worked, PTO/sick bank, etc.)
		Remit final pay check
IT		
Disable and remove employee from email distribution lists, phone lists, website, and directories upon receipt of IT User Access Authorization Form. Provide hard copy to Personnel when completed.		

Other:
