

Adopted 9/85

Revised 12/94  
9/95

**Subject: PERSONNEL POLICY #22  
EXITING EMPLOYEES**

Terms and conditions of employment are directed by the employer based on economic conditions and the performance and dedication of each employee, among other considerations.

Employees may elect at some future time to voluntarily resign from their position with written notice to the employer.

This policy outlines the responsibilities of both the employee and the employer in the exiting process.

**Resignation**

Regular Full-time and Regular Part-time (17 scheduled hours or more per week) employees with at least six (6) months of continuous service who voluntarily terminate their position with adequate written notice will be eligible for separation benefits consisting of earned but unused vacation pay (not to exceed two (2) weeks) and a reference letter, if requested. Depending on the position, the employer may elect to negotiate the notice period with the employee. The standard notice period is three (3) weeks.

**Quitting**

A "quit" is considered a voluntary termination without adequate notice or no notice at all. Circumstances dictate whether the "quit" was willful by the employee or caused by circumstances beyond the employee's control. Any "quit" occurrence which causes the agency loss of revenue may cause final pay to be held until completion of an exit interview.

**Layoff For Regular Employees Only**

Lack of work or the elimination of positions without employment alternatives may cause a layoff. Employees who are affected by a layoff may apply for unemployment compensation through the state agency. Pay for unused vacation will be issued.

**Discharged**

Refer to Standards of Conduct and Corrective Actions. Discharge occur whenever efforts at correction have failed or an act or acts of poor conduct or job performance direct that action be taken.

CICL may deduct for lost or stolen property or damage to property if the employee authorizes CICL in writing to make such deduction or if CICL and a representative chosen by the employee determine that loss, theft, or damage is due to the employee's negligence or willful and intentional conduct or if the employee is held liable in court.

### **Exiting Procedure**

In all exiting situations, whether by resignation, quitting, layoff or discharge, all employee ID cards, keys, employee handbooks, and any other employer-owned or controlled property must either be returned or accounted for by the Supervisor and/or Manager. Final checks to terminated employees are not due to be paid before the next regularly scheduled payday.

Resignation notices once received are not revocable unless the employer initiates counseling to reverse the employee's decision.

In all exiting situations, the Fiscal Officer is to be notified so that COBRA correspondence can be initiated for those exiting employees covered under the medical plan.

**IMPORTANT:** Federal law (COBRA) directs that certain covered employees and their dependents must be offered extended medical insurance protection under the plan of Insurance offered by the employer. The employee must pay the full cost of such extended coverage. Because of the details and interpretations of this law, it is extremely important that separation information be completed in an exit interview. Exiting procedures require the employee be present at an exit interview and completion of all checklist items.

### **Re-Employment**

The employer will consider re-employment of past employees on an individual merit basis. The following are the basic requirements and/or allowances for that return.

1. Re-application and acceptance within 30 days causes no change in the original service date or employee's benefit status.
2. Re-application and acceptance beyond 30 days causes a new service date to be established. Previously covered employees must requalify for employee benefits and meet the enrollment eligibility of the agency's group medical insurance carrier.
3. A position must be available and the re-applying employee must be qualified for the job.
4. Employees who have been previously discharged and who terminate without proper notice or with disciplinary warnings or poor performance evaluations on file will not be rehired.