

## **Policy 27      Termination of Employment**

### **27.01 Retirement**

Retirement is a form of voluntary termination of employment in which the employee ceases to work specifically in order to qualify for pension, Social Security and/or other benefits available to individuals who meet minimum age, service and/or other requirements. Employees, regardless of age, who become permanently and totally disabled and who receive a disability pension under the Wisconsin Retirement System will be considered to have retired as of the date that the disability pension becomes effective.

### **27.02 Resignation**

Although proper written notice is strongly preferred, an employee also has the ability to quit or resign with less or no notice. A resignation may occur due to verbal expressions or other conduct which can be reasonably interpreted to show the intention of quitting or abandoning the job.

An employee who is absent from work for three consecutive workdays without notification to his or her supervisor has voluntarily resigned. Relief from this provision is only available from the Director of Human Resources upon a showing that notification was not reasonably possible.

The employee's department head, at his discretion, may require that any sick leave used after a notice of retirement or resignation has been submitted be supported by a certification from the employee's health care provider.

An employee who quits or resigns may not rescind his or her resignation.

### **27.03 Notice of Retirement or Resignation**

Employees planning to voluntarily terminate their employment with Winnebago County should notify their immediate supervisor in writing as far in advance as possible. Proper notice requires that notice be given to the employee's supervisor for at least the termination notice period prior to the last full day at work. The termination notice period is defined as:

- 30 calendar days for any salaried employee; and
- Two weeks for hourly employees.

In addition to the termination notice period, proper notice requires maintaining a paid status for all shifts within the termination notice period and physically working the last day.

Employees who provide proper notice of retirement or resignation are considered to have voluntarily terminated in good standing and are eligible for all termination benefits. Employees who quit without proper notice may be ineligible for some or all termination benefits.

Employees who quit without providing proper notice will be considered to have committed an act of misconduct and such misconduct will be noted on the employee's record.

A notation of "quit without proper notice" will not be entered on the employee's permanent record if the employee terminated as the result of a major illness or injury, or the employee was allowed to quit without notice as part of a negotiated severance or resignation agreement.

#### **27.04 Employees Elected**

Employees who are elected to any office of Winnebago County will be administratively terminated at the end of the day preceding the day that they assume elected office. Under such administrative termination, such employees will be entitled to the same termination benefit as its employees who voluntarily resign with proper notice. Administratively terminated employees are not eligible for any special reemployment rights following the completion of their term of office in an elected position.

#### **27.05 Termination During Trial Period**

Employees terminating during their trial period are ineligible for any form of benefit payout upon termination.

#### **27.06 Involuntary Termination**

Employees who are dismissed or discharged from County employment for disciplinary or job performance reasons are considered to have been involuntarily terminated. Involuntarily terminated employees may be ineligible for some or all termination benefits.

#### **27.07 Return of County Property**

Terminating employees must turn in all keys, access cards, identification, and other County property in their possession to their supervisor or other designated personnel as directed on or before the last day of work. Failure to do so shall result in the withholding of any termination benefit payout that can be legally withheld and for which the employee would be otherwise eligible.

#### **27.08 Exit Interviews**

An exit interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where personnel policies or procedures are in possible need of revision, and to determine where supervisory or managerial practices need modification or improvement. Terminating employees who wish to share their concerns or observations regarding their employment experience are encouraged to contact the Department of Human Resources to arrange for an exit interview. When inconvenient to meet in person, exit interviews may be conducted over the telephone, online, or via a written questionnaire available from the Department of Human Resources.

#### **27.09 Benefits Upon Termination**

(a) Paid Time Off (PTO). Employees terminating employment more than a year after their date of hire, for any reason, with proper notice, will be paid for earned but unused PTO in line with the schedule below. PTO amounts exceeding the schedule below will not be paid out. Payment for PTO will be at the pay rate in effect as of the last day of work. If the termination occurs within one year of their date of hire, or if proper notice is not provided, no PTO will be paid out.

<u>Years of Service:</u>	<u>Maximum PTO Days Eligible for Payout:</u>
Under 1 year	0
1 – 4 years	10 days (2 weeks)
5 – 9 years	15 days (3 weeks)
10 – 19 years	20 days (4 weeks)
20 – 24 years	25 days (5 weeks)
25+ years	30 days (6 weeks)

While PTO accumulates beyond hundredths of an hour, payouts will be based on quarters of an hour.

(b) Holidays. No holidays are paid out at termination.

(c) Frozen Sick Leave. Employees terminating employment for any reason, with or without proper notice, may receive a payout of accumulated but unused frozen sick leave pursuant to the provisions of Policy 20.01(c) of this manual.

(d) Extended Leave Bank (ELB). With the exception of frozen sick leave, balances in the Extended Leave Bank are not eligible for payout.

(e) Health Benefits. Employees who participate in health or dental plans will be eligible to continue coverage under the COBRA law for up to a specified period of time, usually eighteen months. The full premium for each month of coverage must be paid by the employee.

Employees who retire from County employment and are immediately eligible for a pension under the Wisconsin Retirement System will have the option of continuing their participation in health coverage pursuant to Policy 19.3.