

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 102-06

Eff. 2/21/12

SEPARATION OF EMPLOYMENT

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Terminations are an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **DISCHARGE** – employment termination initiated by the county.
- **RESIGNATION** - a voluntary act initiated by the employee to terminate employment with Grand Forks County. Resignations must be directed to the appropriate Department Manager, in writing, as far in advance as possible.
 - Once the resignation is received, the Department Manager should promptly notify the payroll clerk and the Director of Administration of the resignation. The County Commission shall be notified at its next regular meeting.
 - It shall be the responsibility of the Department Manager to work with the payroll clerk to determine the number of hours of accrued vacation and portion of sick leave, if applicable, to be paid in addition to final pay for time worked.
- **LAYOFF/REDUCTION IN FORCE (RIF)** - involuntary employment termination initiated by the county for non-disciplinary reasons.

In the unlikely event of the need for a layoff/reduction in force, the need shall be brought to the attention of the County Commission by either a Department Manager or the Director of Finance and Tax. The need shall be so brought to the County Commission's attention at the first regular County Commission meeting after the date that the Department Manager or the Director of Finance and Tax learns of the need for a layoff/reduction in force.

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The County Commission shall, at that meeting, establish an appropriate process and procedure for the layoff/reduction in force. The process and procedure should consider the urgency of the need for the layoff/reduction in force, and the process should afford due process to the affected employee, given the facts and circumstances of the situation.

- **MEDICAL TERMINATION** - employment termination initiated by the employee or by the county when an employee is unable, for health reasons, to continue to work or meet the requirements of the job description.

- **RETIREMENT** – an employee who voluntarily initiates retirement from active employment status. Employees and elected officials who retire, in good standing, after five or more years of service to Grand Forks County, will be presented with a plaque in recognition of and appreciation for services rendered. Grand Forks County shall reimburse up to \$300.00 for the cost of the recognition gathering. When two or more employees and/or elected officials retire, pursuant to the above, the recognition events may be combined with the expenditures not to exceed \$300.00 per retiree. Employees will receive their final pay in accordance with applicable state law. Employee benefits will be affected by employment termination. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.