

Subject: Employee Separation

Number: 5.13

Effective Date: August 1, 2005

Reference:

Last Revised: July 18, 2005

Approval: July 18, 2005

STATEMENT OF POLICY:

Employee separation means the removal of an employee from County service for either voluntary or involuntary reasons.

Resignation

An employee may resign in good standing by submitting a written resignation to his/her Elected Official/Department Head stating the effective date of resignation at least two weeks prior to the effective date, unless extenuating circumstances require a shorter period. Failure to comply with this requirement may be cause for denying future re-employment with the County.

Layoff or Permanent Reduction in Hours

A layoff is the involuntary termination of an employee due to lack of work, lack of funds, elimination of a position, or any other situation where continuing to fund a position would be inefficient or non-productive for budgetary reasons. A permanent reduction in hours occurs when funding for a position is permanently reduced, but the position is not eliminated from the budget. When a layoff or permanent reduction of hours is necessary, the following will apply:

- The County will layoff or reduce hours for temporary employees and short-term workers before laying off or reducing hours for probationary or regular employees.
- The County will layoff or reduce hours for probationary employees before laying off or reducing hours for regular employees.
- If two or more regular (non-probationary) employees occupy the same position that is to be reduced or eliminated as part of a budget reduction within a County department, the County will retain the employees who, at the County's discretion, are most qualified and capable of performing the assigned work.
- If employee's qualifications and capabilities are substantially equal, the County will retain employees based on their length of continuous service with Ravalli County in that position.

Recall

In the event that the position from which an employee was laid off is reinstated, the County will mail a recall notice to the employee at the employee's last known mailing address. The employee will have five (5) working days to accept