



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Procedure

Title: EMPLOYMENT SEPARATIONS

Number: ES-3.03.02

Approved: July 7, 2009

Originator: Office of Employee
Services & Quality
Improvement

Cancels: Lake County Board of
County
Commissioners
Policies and Practices
Employee Manual
dated September 7,
1999, Section 14
Separations

Review: July 7, 2014

I. PURPOSE AND SCOPE

To outline categories of employment separations in accordance with LCC-89, Employee Status. All employees of the Board of County Commissioners (BCC) have the right to terminate their employment at any time, with or without cause, and the BCC has the same right subject to the provisions in Employment Policies and Procedures.

II. DEFINITIONS

N/A

III. PROCEDURES

A. Types of Employment Separations

1. Resignation

Any County employee who resigns shall submit a written letter to their supervisor stating the effective date of resignation and the reason for their resignation. Exempt and Management employees shall give a minimum of four (4) weeks advance notice and all others shall give at least two (2) weeks of advance notice.

The County Manager may waive notification requirements.

Employees who resign are eligible for re-hire with the BCC.

2. Involuntary Termination

The administration of an involuntary termination varies based on employee status in accordance with County Procedures ES-3.03.01, Types of Work Status, and ES-4.01.01, Corrective Action Administration.

Employees who have been involuntary terminated are not eligible for re-hire with the BCC.

3. Resignation in Lieu of Termination

An employee may resign without prejudice any time prior to being issued paperwork recommending termination in accordance with Section A (1) above. An employee who resigns after being issued paperwork recommending termination will be considered to have "resigned in lieu of termination."

Employees who resign in lieu of termination are not eligible for re-hire with the BCC.

4. Layoffs

Layoffs shall be administered in accordance with County Procedure ES-3.03.04, Layoffs.

Employees who are laid-off are eligible for re-hire with the BCC.

5. Retirement

Retirements shall be administered in accordance with the provisions of the Florida Retirement System (FRS) and applicable County Policy/Procedure.

Employees who retire are eligible for re-hire subject to FRS reemployment restrictions.

B. Exit Process

Supervisors of exiting employees are responsible for completing the Supervisors Checklist for Exiting/Transferring Employees, available on the Intranet, upon the employee's exit. All items on the checklist are required to be processed as soon

as practicable after the employee's separation.

A final paycheck containing all funds due to the employee shall be issued and will be processed as the employee has designated for other paychecks (e.g. direct deposit/paper check) with the final advice/check mailed to the employee's home unless other arrangements have been made between the employee and the Payroll Office of the Lake County Clerk of Courts.

Regardless of the manner of separation, all employees are invited to complete an Employee Exit/Transfer Questionnaire, available from the Intranet and/or the Office of Employee Services & Quality Improvement (Employee Services) and to request a meeting with a representative from Employee Services to provide valuable feedback regarding their employment.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.

Approved By: Cindy Hall, County Manager

Date: 7/7/09