

PA-3: Termination of Employment

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SECTION I - POLICY

1. STATEMENT OF COUNTY POLICY.

- a. It is the desire of the county to maintain continuous employment for all regular employees, but recognizes that conditions may develop which require the termination of an employee or a reduction in staff.
- b. South Carolina is an Employment-at-Will state. This simply means that employment is terminable at the will of either the employee or the county at any time. **The County reserves the right to determine what grounds or reasons constitute sufficient justification for termination of employment.**

2. VOLUNTARY TERMINATIONS.

A voluntary termination is a separation from the organization at the expressed or implied desire of the employee:

- a. Resignation: Employees who resign are requested to provide two weeks notice of their intention and to provide a written notice of such intentions. Employees are asked to furnish reasons for their resignation. Failure to provide and work two weeks notice will not prevent future re-employment; however, an employee may forfeit any reinstatement rights and accrued leave.
- b. Retirement:
- c. Not returning within the specified time period after a leave of absence
- d. Missing work for three consecutive days without notification or after a threat to quit will be considered a voluntary termination.

4. INVOLUNTARY TERMINATIONS.

An involuntary termination is a separation from the organization at the initiation of the management. They are classified as follows:

- a. Release. Separation due to the inability to perform job assignments in an appropriate and satisfactory manner. A release, although involuntary, does not always reflect negatively toward the individual.

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- b. Layoff. Separation resulting from a reduction in the work force, either permanent or indefinite. Notice is provided to the employee as soon as possible.
- c. Dismissal /Discharge. Separation resulting from the conduct or behavior of an employee, without regard to whether prior warnings have been issued concerning the employee's conduct or behavior.
- d. Medical disability separation. Substantial medical evidence demonstrating that an employee cannot perform his/her assigned job in a satisfactory manner and cannot accept a similar position within the organization.

5. ADMINISTRATIVE REVIEW OF TERMINATIONS.

Except in the case of resignations, the County Administrator will make a final administrative review of each separation for proper documentation.

6. REFERENCES FOR FORMER EMPLOYEES.

- a. All inquiries from prospective employers or their agents will be referred to the Human Resource Director. No one else is authorized to release any information about a former employee. The release of unauthorized information can jeopardize the former employee's right to privacy, and may subject this jurisdiction to legal action.
- b. The Human Resource Director will not release any information, except for confirming the dates of employment without the former employee's written consent or request which must be provided.

7. EXIT INTERVIEWS.

- a. Sufficient notice is requested of those employees planning to leave employment with the County. Additionally, employees are requested to discuss their employment at the County, as well as their reasons for leaving, in an exit interview conducted by the Human Resource Director.
- b. At the exit interview, all of the County's property should be returned, and matters such as final pay, continuation or termination of benefits, and other personnel matters will be arranged. Please remember that it is important to keep a current address on file with the employee to maintain communication concerning post-termination benefits.