

SECTION 210: TERMINATION OF EMPLOYMENT

210.1 POLICY: It is the policy of Black Hawk County to allow employees to voluntarily terminate their employment in “good standing” by providing two weeks’ notice of their intent to resign. Employees who are discharged for cause and/or failure to report to work, or do not provide the County at least two (2) weeks’ notice prior to leaving employment may not be eligible to receive payment for accrued vacation or other benefits as provided under an applicable collective bargaining agreement or non-bargaining employee benefit policy.

210.2 SCOPE: This policy applies to all Black Hawk County employees except for elected officials. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, or with a current collective bargaining agreement between the County and a certified bargaining unit, the provisions of the collective bargaining agreement and/or the laws or regulations shall prevail.

210.3 RESIGNATION PROCEDURE: To resign in good standing, an employee must submit his/her resignation in writing, indicating the effective day of the resignation, to his/her supervisor at least two (2) weeks prior to leaving service with the County.

Upon receipt of resignation, except under extenuating circumstances, the supervisor must notify Human Resources within one business day and Human Resources will notify the Auditor’s Office. This will enable both the County and the department to process final paperwork and to begin the process of finding the employee’s replacement. The employee should contact Human Resources regarding payout and benefit concerns.

At the Department Head’s judgment and discretion, an employee may be approved to use up to a maximum of two work weeks of eligible accrued paid leave prior to the termination of his/her employment. If approved, accrued paid leave may be used by an employee in lieu of working his/her last date of employment. All other benefit accruals that are eligible to be paid out will be paid to the employee in his/her final pay check.

The Human Resources Department will provide terminating employees an opportunity to complete a written exit interview questionnaire, and, if needed, will direct employees to contact the Auditor’s Office to schedule an appointment to complete a termination packet. Employees may also elect to schedule an in-person exit interview with the Human Resources Department.

Exit interview questionnaires may be distributed in the following manners:

- (1) May be obtained from the Human Resources Department;
- (2) May be downloaded by accessing the Human Resource Department’s internet web site; or,

(3) May be mailed to employees with their final personnel action form.

210.4 DISCHARGE FOR CAUSE: Discharged for cause must involve an intentional or substantial disregard of the County's interest which a reasonable person could not be expected to overlook, and is defined as but is not limited to as being present when the employee:

- a. Has been found to have been dishonest with the County. Acts of dishonesty include, but are not limited to:
 - Theft of County property;
 - Falsification of records;
 - Use of County resources for the personal betterment of the employee, family member or acquaintance; or
 - Improper personal behavioral determined to be harassment, sexual or otherwise
- b. Has been determined to have been intoxicated and/or impaired at the workplace as a result of substance abuse, or
- c. Has been found to be insolent **and/or** insubordinate.

210.5 FAILURE TO REPORT FOR WORK: If an employee fails to report for work and fails to notify the Employer of his/her absence for three (3) consecutive work days, the employee shall be considered to have voluntarily resigned his/her employment with the County, unless evidence satisfactory to the Employer is presented showing the employee was physically unable to give notice.