

8.0.0 Separations

8.1.0 General Provisions

- A. All separations of employees are designated as one of the following types: dismissal for cause, resignation, reduction in force, retirement, or death.
- B. At the time of the separation, or prior to payment of any final compensation, all records, assets, keys and other items of county property in the employee's custody or the employee's estate shall be returned to County control. Documentation of the transaction of assets shall be certified by the employee's supervisor and the employee or employee's estate.
- C. Any amount due the County because of failure to return items identified in B (above) shall be withheld from the employee's final check.

8.2.0 Dismissal for Cause

* This Section is not applicable to those in Sheriff Service. This is only applicable to Classified Service and Unclassified Service. *Sheriff Service positions should refer to the Sheriff Office's Rules & Regulations Manuals (if applicable) as determined by the Sheriff.*

Any employee may be dismissed for cause and the Good of Lee County including but not limited to inability to perform the duties required of the position held.

(Please See Disciplinary Actions Section for additional guidance on Dismissal for Cause)

8.3.0 Resignation

* This Section is not applicable to those in Sheriff Service. This is only applicable to Classified Service and Unclassified Service. *Sheriff Service positions should refer to the Sheriff Office's Rules & Regulations Manuals (if applicable) as determined by the Sheriff.*

- A. An employee may resign by submitting in writing the reason(s) and the effective date for his/her resignation. Notification may be given as far in advance as possible, but at least two (2) weeks prior to the effective date of the resignation. Failure to comply with this requirement may be cause for denying the individual future employment with the County (unless there is special justification for such cause).
- B. Unauthorized absence from work for a period of three (3) consecutive working days may be considered by the Appointing Authority as a voluntary resignation.
- C. Appointing Authorities shall forward all notices of resignation to the Personnel Department immediately upon receipt.

8.4.0 Reduction in Force (RIF)

- A. When it becomes necessary to reduce the working force from the lack of funds, from the elimination of a service, or for the Good of Lee County: the County Commission shall, in coordination with the Appointing Authorities, determine and issue guidance on the scope and nature of the RIF.
- B. Appointing Authorities shall be responsible for implementing the RIF within their departments/office.
- C. Criteria recommended to be used by the Appointing Authorities in RIF decisions shall include:
 - (1) The critical nature of each position in the Appointing Authority's departments/office;
 - (2) The level of performance of each employee in RIF position(s); and
 - (3) The length of service of each employee in a RIF position.
- D. Separation of employees for RIFs normally will be in the following order:
 - (1) Temporary service employees;
 - (2) Employees in the part-time service status;
 - (3) Employees in a probationary status period; and
 - (4) Employees in a full-time service status.
- E. Employees shall be notified in writing by the Appointing Authority of their lay-off at least fourteen (14) calendar days prior to the effective date of the lay-off. A copy of the notification will be furnished to the Personnel Department.
- F. The duties that were performed by the laid off employee may be reassigned to other employees.
- G. Any person who is rehired after being separated by a RIF to a classified full-time or part-time service position will have any unused sick leave previously earned and not used credited to his or her sick leave account, if such rehire occurs within one (1) year.
- H. The rate of pay for a rehired employee will be determined by available funds, and the pay plan at the time of the rehire.

8.5.0 Retirement

- A. Whenever an employee meets the conditions for retirement set forth in the Employee Retirement Systems of Alabama Regulations and Lee County procedures, he/she may elect to retire and receive benefits as set by the Retirement Systems of Alabama.
- B. The Notice of Retirement may be forwarded to the Personnel Department as far in advance as possible, but no earlier than ninety (90) days nor later than forty-five (45) days prior to the requested effective date.

8.6.0 Death

Separation shall be effective as of the date of death. All compensation due as of that date shall be paid to the estate of the employee, except for such sums that must be paid as by federal and state law. Any indebtedness to the County shall also be withheld.