



## Employee Separation Procedures Policy 8.20

Board Approval Date: 09-23-2008

Supersedes Policy Dated: 05-04-2004

An employee may resign from County employment by presenting a letter of resignation to his/her supervisor. Winona County requests an employee give at least a fourteen (14) day written notice prior to the effective date of his/her resignation.

Professional and management employees are requested to give at least a thirty (30) day notice prior to the effective date of his/her resignation, unless the contractual agreement between the employee and the County provides otherwise. The contractual agreement shall supercede this policy.

### **Procedure**

Upon receipt of the letter of resignation, the department head shall immediately give a copy of the letter to the Personnel Director.

Upon receipt of a copy of the letter of resignation, the Personnel Director shall draft and send a letter accepting the resignation to the employee who is resigning. In the absence of the Personnel Director, County Administration has the responsibility of drafting and sending the letter accepting the resignation.

Vacation days taken shall not be considered as part of the employees written notice.

Any unused vacation balance, within the approved accrual limits, shall be paid to the employee on the pay check issued following the employees last day of work.

Employees shall not be allowed to use accrued leave to extend their resignation date. Therefore, an employee needs to work their last day of employment.

### **Unauthorized Leave**

Unauthorized leave of absence by an employee for three consecutive work days shall be considered a willful resignation by the employee.

The process of employee separation requires a formal check-out process. An important part of this process is the "Employee Separation Questionnaire" (see Appendix B). It serves to identify employment issues which may point out the need for changes in personnel policies and employment practices.

### **Employee Responsibilities**

1. All employees need to notify their department head and/or supervisor, in writing, of the effective date of separation so an Employee Separation Questionnaire can be



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coordinated with their department head, supervisor or a Personnel/Administrative representative.

2. Upon the employee separation or before the employee's last day of employment, the employee needs to return all Winona County property (see Appendix A). Appendix A is not meant to be an exhaustive listing, but to serve as a tool in assisting department heads/supervisors through the employee separation process.

### Department Head/Supervisor Responsibilities

1. Notify the Personnel Director, in writing, immediately upon learning that an employee will be separating employment, so that a time may be arranged with their department head/supervisor or a Personnel/Administrative representative to process an Employee Separation Questionnaire.

Be sure the correspondence includes the effective date of the last day of employment. Original separation letters are forwarded to the Personnel Department and placed in the personnel file.

2. Forward the final timesheet to the Finance Department, at the end of the bi-weekly payroll period.

This timesheet should include all hours up to and including the last day worked, any vacation and compensatory hours accrued.

Employee Separation Questionnaire meetings are conducted by the applicable department head/supervisor or a Personnel/Administrative representative. During the process, forms may be completed to choose options for continuation of health, dental, and life insurance. PERA refund request forms may be completed if applicable, and an Employee Separation Questionnaire is processed.

The Employee Separation Questionnaire is asked of each employee by their department head/supervisor or a Personnel/Administrative representative.

Responses are documented and placed in the employee's personnel file.

The Personnel/Administrative representative reviews the responses, identifies specific issues or areas of concern and relays appropriate information to the department head and/or Winona County Board.

**Appendix A**

**Employee Separation Checklist**

**Name:** \_\_\_\_\_

**Items to turn in, if applicable**

- \_\_\_\_\_ Separation letter from employee
- \_\_\_\_\_ Offer Employee Separation Questionnaire (employees option)
- \_\_\_\_\_ Key(s)
- \_\_\_\_\_ Electronic Card(s) (door)
- \_\_\_\_\_ County Identification Card (picture ID)
- \_\_\_\_\_ Motor Pool Gas Card
- \_\_\_\_\_ Equipment (Laptops, Cellular Phones, Pagers, Radios, Etc)

## Appendix B

### Employee Separation Questionnaire

1. What is the reason(s) for leaving your position at Winona County?
2. Have you accepted a position with another employer? What factors attracted you to your new position? (if applicable)
3. How did you feel about your salary/benefits, i.e., medical, life, and dental insurance, vacation, sick leave, etc., with the County?
4. What was the quality of the supervision you received on the job? Too much, not enough?
5. Was your supervisor willing to listen to your concerns and suggestions?
6. How did you feel about your workload? Were you able to utilize your skills and abilities?
7. Did you receive proper on-the-job training for your assigned duties: For Job Safety?
8. Did you understand County Policies and Procedures? Were they appropriate?
9. How helpful was the performance appraisal process to you?
10. In your day to day work environment, how would you describe your relationship with your department head and/or supervisor, or with your co-workers?

11. How would you describe communication within your department? County overall?
12. What was the best and worst thing about working for Winona County?
13. If there was one thing you could change in the department where you worked, what would it be and why?
14. If there was one thing you could change about the County, what would that be and why?
15. How do you rate the County of Winona as a place to work?
16. In summarizing your employment with Winona County, would you like to add any personal comments?

**Appendix C**

**Tennessee Warning – Separating Employees**

As a separating employee of Winona County, you have been asked to participate in this Employee Separation Questionnaire. You will be asked a series of standard questions, including questions which may require you to supply private or confidential data concerning yourself.

The purpose and intended use of the requested data within the County of Winona are to identify employment problems or other issues which may point out the need for changes in personnel policies and employment practices.

You may refuse to answer any question, and are not legally required to supply any private or confidential data during this Employee Separation Questionnaire.

There are no known consequences to you arising from either the supplying of or refusing to supply private or confidential data during this Employee Separation Questionnaire.

The data collected during this interview will be documented in written form and placed in your personnel file. The Personnel/Administrative representative will review your responses to identify specific issues or areas of concern. The other persons or entities authorized to receive this data are your immediate supervisor, department head, and the Winona County Board of Commissioners.

I, the undersigned, acknowledge having received this Tennessee Warning and do understand it.

Date: \_\_\_\_\_  
\_\_\_\_\_ (Signature)

Witness: \_\_\_\_\_

08/08