



Unified Government Human Resources Guide

Effective 01-01-2014

SEPARATION FROM EMPLOYMENT

- I. General: The Unified Government has adopted a standardized process to be followed when an employee leaves Unified Government employment for any reason.
- II. Policy
 - A. The separation process in brief:
 1. The decision to end employment is made, either by the employee or the director of the department.
 2. If resigning the employee presents a letter of resignation at least two weeks before separating to the director of the department.
 3. Prior to discharging an employee, the director of the department shall consult with the director of Human Resources. Once the decision has been made to discharge the employee, the director of the department shall meet with the employee. (If the employee refuses to meet, fails to cooperate in scheduling a meeting, or fails to attend a scheduled meeting or if circumstances counsel against a meeting, the department head should contact the Legal Department before proceeding to discharge the employee.) At the meeting, the department head shall inform the employee that he or she is being discharged and the reasons for the action and give the employee the opportunity to respond orally. Unless the employee's response warrants reconsideration of the decision to discharge the employee, the director of the department may then proceed to terminate his or her employment.
 4. Department staff completes Personnel Action Notice suspending the employee and forwards the PAN together with supporting documentation to Human Resources. The Department Head submits a letter recommending termination to the County Administrator or designee.
 5. Upon approval by the County Administrator or designee, the Department staff completes a Personnel Action Notice separating the employee and forwards the PAN and approval letter to Human Resources.
 6. Human Resources will send official notification of termination to all involuntary separations.
 7. Prior to the final day of work, the separating employee is requested to complete an exit interview form and submit it to the Human Resources Director.
 8. The employee must turn in all Unified Government property to their supervisor. Items to be turned in include, but are not limited to: credit cards, purchasing cards, keys, tools, equipment, identification badge, security card, parking decal and pass card.
 9. Human Resources list the separation on the Personnel Action Communication (PAC) and sends it to the appropriate locations.



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10. Human Resources contacts the employee about his/her group health care coverage. For information about employee contributions, contact Human Resources.
 11. The employee picks up his/her final paycheck at normal paytime or, at the discretion of the director of Human Resources, the check is mailed to the employee via certified mail, return receipt requested, at the employee's address of record.
- B. The date of separation shall be the final day of work unless with approval of the department head the employee chooses to utilize accrued vacation to extend the date of separation. (See below).
- C. The effects of the separation on benefits
1. General:

Payments for accrued and used time shall be based upon the employee's rate of pay on the date of separation and shall be paid in lump sum. Employees receiving out of class pay at the time of separation will be paid at their regular rate of pay and not the out-of-class rate of pay.
 2. Vacation:

The employee whose employment ends after completing at least one year of service:

 - a. may elect with the approval of the department head to use up to 80 hours of vacation, not including pro-rated vacation for the current year; or
 - b. shall be paid in lump sum for the accrued and unused hours as follows:
 - 1) the accrued and unused hours awarded him/her on January 1 of the current calendar year, and
 - 2) any accrued and unused hours carried over on January 1 of the current year (Except for the frozen excess vacation bank, under no circumstances will an employee be paid for unused vacation hours which exceed twice the number of hours allotted to an employee on January 1 of the current year.), and
 - 3) hours accrued during each minimum month that the employee has worked or been on paid status during the current year, and
 - 4) the number of hours in the frozen excess vacation bank.
 3. Comp time: Payout at separation from employment and phase-out program
 - a. Non-exempt employees will be paid for all accumulated comp time upon separation from employment.



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- b. Exempt employees will not be paid out for any accumulated comp time except as follows:
 - 1) Former KCK employees who have comp time which was “frozen” on January 1, 1998 will be paid out upon retirement for the number of “frozen” hours.
 - 2) Former KCK employees who separate before retirement shall not be paid out for both frozen comp time and sick leave. The employee may choose to receive one or the other.
- 4. Sick Leave: **See 5.1 Sick Leave.**
- 5. Medical insurance:
 - a. Unified Government-provided group coverage ends on the last day of the month in which the employee separates.
 - b. The Unified Government complies with the federal COBRA law. Human Resources will send notices about how to continue coverage to the separated employee's home address.
- 6. Retirement system:

See the booklet provided by the applicable retirement program or contact the Payroll Department.
- D. The effect of an employee's death on benefits.
 - 1. The severance paycheck will be made out to the employee but distributed only after a determination by the Legal Department. It may include amounts for comp time, vacation, and sick leave, as described above.
 - 2. Medical insurance: The Unified Government provides at no cost to the employee's surviving dependents, two years health care coverage (from the date of death), provided they were covered as dependents of the employee under the Unified Government health care plan at the time of the employee's death.
 - 3. Retirement system: See the booklet provided by the applicable retirement program or contact the Payroll Department.
- E. Reduction in Force: A layoff is processed as any other Separation. (See also 2.12—Layoff/Recall.)

RELATED POLICIES: 2.12 Layoff/Recall
3.4 Overtime/Compensatory Time
4.1 Health Care Benefits
5.1 Sick Leave
5.2 Vacation
5.4 Personal Leave



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RELATED FORM(S): Personnel Action Notice.
Exit Interview Form