

Statement of Policy

Each employee has the right to terminate Cottonwood County employment when other job opportunities may provide a chance for career advancement, monetary gain or a desire for change of occupation.

Voluntary Resignation

Any employee wishing to leave Cottonwood County service in good standing shall notify his/her Department Head at least two weeks prior to the time of resignation, absent unusual mitigating circumstances. The Department Head shall immediately acknowledge, in writing, this resignation. The Department Head shall immediately notify the Human Resources Office. The Human Resources Office will take to the County Board and, if appropriate, start the recruitment process.

Failure to report for work, or report absences are grounds for disciplinary action and will be considered a voluntary resignation. No employee, however, will lose any vacation pay or any accrued salary or other benefits due by failing to give proper notice.

Involuntary Terminations

An involuntary termination is defined as follows:

- A. Layoff. A reduction of the work force, either permanent or indefinite, usually due to curtailment of work or lack of funds.
- B. Release. Inability to perform the job duties and responsibilities in an appropriate and satisfactory manner.
- C. Dismissal. The County Board may, in its discretion, give the employee two weeks notice prior to dismissal but shall not be required to do so.

Resignation Upon Retirement

It is recognized that long-term Cottonwood County employees may wish to retire from active employment. As a result, the affected department is faced with the task of locating and hiring adequate replacement personnel thereby necessitating as much advance notice as possible.

Any employee wishing to retire from Cottonwood County Service is requested to file a written letter of intent with their Department Head, with as much notice as possible, preferably at least thirty days prior to the effective date of their anticipated retirement. The Department Head should immediately forward the letter to the Human Resources Office for processing of retirement documents.

Employee Death

Separation will be effective as of the date of death. All compensation and appropriate accrued leave will be paid to the estate of the employee, or paid directly to the surviving spouse or child as provided by law.

Limited Interruption of Employment

Any interruption of employment, not in excess of fifteen calendar days, because of adverse weather conditions, shortage of materials or equipment, or for other unexpected or unusual reasons, will not be considered a layoff or other involuntary termination. However, the County shall not be obligated to pay the employee wages during such interruptions in service.

PERA Phased Retirement Option Program (PRO)

The Board of Commissioners recognizes the importance of having qualified experienced employees. A full-time employee who is otherwise eligible for retirement may utilize the PERA Phased Retirement Option Program (PRO) through PERA. The exact terms and conditions for utilization of this Program are governed by the attached forms, which may be amended from time to time.