



DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy # 123	Approval Date: 8/5/2014
Policy Title Resignations and Discharges	Effective Date: 8/5/2014
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RESIGNATIONS AND DISCHARGES

Employees are required to give at least a two (2) week notice of his/her intent to resign/retire from his/her employment with the County. Employees who hold a position listed below are required to give a thirty (30) day notice of his/her intent to resign/retire from his/her employment with the County.

Department Head, Director, Manager, Managing Attorney- DA Office, Child Support Specialist - Lead, Child Support Attorney, Human Services Supervisor, Assistant Finance Director, Assistant Human Resources Director, Assistant Physical Facilities Director, Corporation Counsel, Assistant Corporation Counsel, Superintendent, Captain, Court Commissioner, Assistant Highway Commissioner, Financial Supervisor – Highway, Division Manager, Chief Deputy-Sheriff's Office, Chief Deputy – Clerk of Courts, Clearview Directors, Assistant Director of Nursing, RN Unit Managers, and Nurse Practitioner.

Any employee who resigns or is discharged and subsequently rehired by the County, requires prior approval of the Human Resources Director. In addition, employee must serve a new orientation period.

Employees who fail to report to work for three (3) consecutive business days without notifying the County (Department Head, his or her designee, or the Human Resources Department) of the absence will be considered as having voluntarily resigned as a result of job abandonment. If the employee is unable to contact the County for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the County due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative to contact the County within three days), the employee or his or her representative must contact the County as soon as practicable to explain the situation. In extreme circumstances, the County will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

A resignation received and accepted by a management representative will be considered final and irrevocable.

An employee may in writing, and prior to the effective date of the resignation, make a request to rescind the resignation, but the employee has no right to demand that the request be approved. The Department Head and the Human Resources Director will render a decision regarding the employee's request to rescind a resignation. Each instance of a request to rescind will be handled on a case-by-case basis and each decision will be without precedent.

All non-voluntary terminations of non-union personnel must be reviewed and approved by the Human Resources Department before such termination can be made. Each termination must be reported to the Human Resources and Labor Negotiations Committee. An employee who

has been terminated involuntarily, or who has voluntarily terminated his/her employment in lieu of non-voluntary termination, is not eligible for re-hire without the approval of the Human Resources Director.