

2A-21 SEPARATIONS

A separation shall be defined as any situation in which the employer-employee relationship between the County and a County employee end. All separations from Atascosa County shall be designated as one of the following types:

1) termination; 2) resignation; 3) retirement; 4) dismissal; 5) administrative separation; 6) reduction in force; or 7) death.

A resignation shall be classified as any situation in which an employee voluntarily leaves their employment with Atascosa County, and the separation does not fall into one of the other categories. Employees who are resigning should submit a written two-week courtesy notification to their supervisor. Employees who submit a written resignation and work the duration of their two-week notice period, will be paid any unused, accrued vacation and their longevity in their final pay. Employees who do not work their full resignation period or use vacation time to extend their last day will forfeit payout of their unused, accrued vacation. Sick leave will not be paid out. Atascosa County reserves the right to accelerate the last day of employment following an accepted two-week resignation. In the event of acceleration, an employee will still receive their unused, accrued vacation time.

Upon separation from employment with the County, an employee's years of service will not be retained or reinstated. Any prior service credit, including but not limited to longevity pay, will no longer be recognized if the individual is rehired at a later date. Reemployment with the County will be considered a new period of service for all applicable purposes.

A retirement shall be any situation in which an employee meets the requirements to collect benefits under the County's retirement program and voluntarily elects to leave employment with the County to do so. An employee who is retiring should notify their supervisor of that intent at least 30 days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

A dismissal shall be any involuntary separation of employment that does not fall into one of the other categories of separation. Atascosa County is an "at-will" employer and a supervisor may dismiss an employee at any time for any legal reason or no reason, with or without notice.

Dismissal of any kind will result in disqualification of unused, accrued vacation and longevity payout. In the event an employee is involuntarily separated from employment, the department head and elected official will work with the Human Resources Director

to identify if the employee shall be placed on the "Ineligible for Rehire" list due to Atascosa County policy violations or violations of state or federal law.

Administrative Separation is a non-disciplinary involuntary separation of employment when an employee is unable to perform the essential functions of their position. The Human Resources Department and Elected Official or Department Head will make the determination at the conclusion of the interactive process. Employees who are administratively separated will be paid out all unused, accrued vacation and their longevity in their final pay.

An employee shall be separated from employment because of a reduction in force when their position is abolished or when there is a lack of funds to support the position or there is a lack of work to justify the position. Any employee who is separated due to reduction in force will remain eligible for rehire.

A separation by death shall occur when an individual dies while currently employed by the County. If an employee dies while still employed by the County, their legally designated beneficiary or estate shall receive all earned pay and payable benefits.