



RULE 6 - SEPARATION OF SERVICE

6.1 TYPES OF SEPARATION OF SERVICE

A. Resignation:

1. An employee who voluntarily separates from County employment shall submit a written resignation to their immediate supervisor a minimum of ten (10) working days prior to the effective date of their resignation.
2. Employees who voluntarily resign have until the effective date of the resignation to request approval to rescind their resignation from the Appointing Authority. The Appointing Authority has the discretion to either accept or reject the rescinded resignation. The denial of rescinding a resignation is not subject to appeal.
3. All personnel records related to a former employee's performance and resignation shall be maintained by Human Resources according to record retention schedules and available for review by a hiring manager for consideration on any future hiring decision (HR Policy [2220](#) and [2223](#)).

B. Reduction in Force (RIF):

1. A reduction in force occurs when a position is eliminated without the intention of replacing it as a result of a shortage of funds, reorganization, or reduced demands for services.
2. The Appointing Authority shall identify the need for a reduction in force and direct the preparation of a written RIF plan.
3. The RIF plan shall:
 - a. establish the process in which the workforce shall be reduced;
 - b. list the positions affected;
 - c. indicate total financial impact;
 - d. detail service impact;
 - e. state timeline for implementation; and
 - f. identify any reasonable alternatives.
4. In developing the plan, the Appointing Authority shall collaborate with the County Administrator/Associate County Administrator and Human Resources Director to consider:
 - a. needs and best interests of the County;
 - b. job performance; and
 - c. financial consequences
5. The Appointing Authority shall notify the Board of Supervisors of a RIF plan as required to comply with budgetary adjustments set by the Board of Supervisors.
6. The employee shall be notified in writing of the reduction in force termination as soon as



possible, but no later than sixty (60) working days prior to the effective date. An employee does not have the right to appeal a reduction in force to the Merit Commission.

7. A Reduction in Force notification shall include information regarding: 1) the requirement to use all compensatory time; 2) the amount of personal leave to be paid out; 3) the termination date for benefits; and 4) the right to continue certain benefits under COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) provisions.
8. An employee may participate in a competitive recruitment for a vacant position elsewhere in the county. All leave balances shall be retained in accordance with HR Policies [2208](#), [2210](#) and [2211](#).

C. Furlough

1. A furlough is a planned event requiring employees to take unpaid leave to absorb reduced funding, lack of work, or any budget shortfall.
2. Any furlough action shall be authorized by the Board of Supervisors.
3. Affected employees shall be notified in writing of the furlough as soon as possible, but no later than sixty (60) working days prior to the effective date. The notice shall contain information regarding the intended duration of the unpaid leave due to furlough. Duration shall not be for more than six months. An employee does not have the right to appeal a furlough to the Merit Commission.
4. Employees shall not perform any work for the County nor attend work -related scheduled training while on furlough.
5. Exempt employees may only be furloughed without pay in full-week increments, in accordance with the Fair Labor Standards Act.
6. An employee shall not be involuntarily terminated while on furlough, regardless of status.
7. Health benefit premiums for enrolled employees and dependents shall be paid by the County when the furlough duration covers an entire pay period.
8. Personal leave accrual is suspended when an employee is furloughed for an entire pay period. If the furlough duration is for part of a biweekly pay period, then the employee's leave accrual shall not be affected for that pay period.
9. All previously scheduled and approved personal leave shall be canceled.
10. Holiday pay shall be awarded when employees meet the paid status eligibility requirements as noted in [Policy 2207: Holidays](#).
11. [Human Resources Policy 2219: Employment with Other Employers](#) continues to apply. Before



engaging in other employment, employees should review this policy and consult with Human Resources.

D. Involuntary Termination

A classified employee has the right to appeal an involuntary termination to the Merit Commission. The employee's eligibility for rehire is conditional based on the violation of Merit System Rules, Policies or law. The Appointing Authority, with approval from Human Resources, will determine eligibility for rehire.

E. Inability to Perform Duties

An employee may be involuntarily terminated when it is determined by the Appointing Authority, and Human Resources, that the employee is unable to perform the essential functions or meet requirements of the position for health reasons. An employee does not have the right to appeal if terminated due to an inability to perform essential functions of the position with or without a reasonable accommodation. The Appointing Authority, with approval from Human Resources, shall determine eligibility for rehire.

F. Retirement

Retirement occurs when an employee with regular status meets eligibility criteria and retires, as provided under the Arizona State Retirement Plan, the Public Safety Personnel Retirement System, Correctional Officers Retirement Plan or the Elected Officials Retirement Plan.

Employees who intend to retire shall submit a notice of intent to retire to their immediate supervisor a minimum of thirty (30) working days prior to their date of separation. An employee may request approval to rescind their retirement resignation from the Appointing Authority. The Appointing Authority has the discretion to either accept or reject the rescinded resignation. The employee shall be eligible for rehire. The employee is responsible for complying with any restrictions that their retirement benefit may require.

G. Termination During Probation

An employee on probation may be terminated for any or no reason at any time during a probationary period. An employee who is terminated under these circumstances has no right to appeal to the Merit Commission.

The Appointing Authority, after consultation with the Human Resources Director, shall provide an employee who is terminated during a probationary period with a written termination notice. A copy of such notice shall be included the official personnel file in the Human Resources Department. The Appointing Authority will recommend eligibility for rehire in accordance with Merit System Rule 4.10.