
SECTION 11

SEVERANCE OF EMPLOYMENT

A. POLICY STATEMENT: It is the policy of Hubbard County to provide terminal benefits to employees, in good standing, voluntarily terminating employment with proper notice or employees dismissed by the County. An employee's effective date of severance is the last work day and shall not be considered extended by use of banked leave. ***THE COORDINATOR MUST BE INVOLVED IN ANY AND ALL HIRING, DISCIPLINARY, AND SEVERANCE PROCEEDINGS.***

B. VOLUNTARY SEVERANCE

1. **Resignation with proper notice:** Proper notice shall be defined as department manager's receipt of written notification at least ten days prior to the effective date unless, due to extenuating circumstances beyond the control of the employee, he/she is unable to do so and the department manager agrees the circumstances are extenuating. The signed notice shall state the effective date of severance and the reason/s for resignation.

C. INVOLUNTARY SEVERANCE

1. **Discharge:** Refer to Section 4, Probationary Period, and Section 18, Discipline, for policies regarding discharge of employment.
2. **Layoff:** In the event the Board of Commissioners determine conditions require a reduction of staff, a method is established to accomplish such reductions in a fair and equitable manner. Considerations are given to an employee's performance and tenure. Voluntary layoffs will be sought before any involuntary layoffs.
 - a. Within each department and job class selected for a reduction in staff, the order of layoff is determined by considering the employee's performance and seniority.
 - b. The department manager shall give the employee written notice of any proposed layoff. The notice shall be submitted to the employee at least fourteen (14) calendar days prior to the effective date of layoff. Except in the instance of a government shut down or termination of a grant in which event the layoff may be effective without notice.
 - c. The laid off employee shall be paid out for accrued PTO with the employee's final pay check that is direct deposited.
3. **Recall From Layoff:** Employees who have been selected for layoff will have recall rights for one (1) year following the effective date of the layoff.
 - a. Within each department, employees on recall will be offered open and available positions prior to the position being posted, provided the employee meets minimum qualifications.
 - b. Laid off employees requested to return to work are required to report to work 14 days after accepting a position.
 - c. Laid off employees who do not report to work within 14 days, or who decline a position lose their recall rights.
 - d. Consideration will be given to employees on recall who are interested and qualified as determined by the County for the open position in another department.

D. TERMINAL BENEFITS

1. **Paid Time Off (PTO):** Regular employees who terminate their employment because of disability, retirement, or written resignation with proper notice accepted by the County, shall be entitled to payment of 100% of PTO benefits up to 480 hours provided the following are valid:
 - a. Be in good standing.
 - b. Provide a minimum, two week written notice of resignation unless, due to extenuating circumstances beyond the control of the employee, he/she is unable to do so and the department manager agrees the circumstances are extenuating. The signed notice shall state the effective date of severance and the reason for resignation.
 - c. The value of PTO shall be the mathematical product obtained by multiplying the employee's hourly rate of pay at the time of severance times the employee's unused accumulated PTO hours, not to exceed 480 hours.

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- d. An employee leaving the employment of Hubbard County with a PTO balance that has a value greater than \$400 will be paid its value (D.1.c.), by 100% deposit of that amount to a Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP).
- e. An employee leaving the employment of Hubbard County with a PTO balance that has a value less than \$400 will be paid its value (D.1.c.) in cash.
2. When an employee is laid off, the employee shall be paid for accrued PTO via regular payroll timelines.
3. Employees who resign without proper notice, or who are discharged, are not eligible for their accrued PTO balance.
4. In the event of the death of an employee, accrued PTO shall be paid to the employee's beneficiary.
5. PTO pay reflects payment to which an employee is entitled at the time of termination of their employment.
6. PTO pay does not extend the employee's effective date of termination beyond the last work day per PERA requirement.
7. When an employee transfers from one department to another within the County the accrued PTO time shall be charged back to the department where the PTO time was accrued.
8. Accrued PTO shall be paid upon severance including severance during probationary period.
9. Health and Life Insurance: The County shall pay for employee coverage through the last day of the calendar month of the effective date of termination. For continuation of insurance after termination, see Section 16.
10. See Addendum VIII for determination of availability of Severance Reserve.