

SEPARATION OF EMPLOYEES FROM COUNTY EMPLOYMENT

Effective: January 12, 1981 02-09

Most Recent Revision: June 28, 1988

Objective: To establish procedures covering the separation of employees from County employment, whether by resignation or termination

Reference: Personnel Office; Agreement between the County of Tompkins and Tompkins County Unit, Local 855 of CSEA/AFSCME; Agreement between the County of Tompkins and the Deputy Sheriffs' Association; Civil Service Rules for Tompkins County

Policy of the Board of Representatives:

1. When an employee desires to terminate employment with the County, the employee must notify the Commissioner with a copy to the department head at least ten (10) working days in advance of the proposed date of resignation. The only date that will be used to determine if an employee has given the required notice will be the date the resignation letter is received by the Commissioner of Personnel.
2. Accumulated compensatory time off should be taken before the notice of termination is given.
3. The department head (appointing officer) must notify the Personnel Department by completing an MSD428 (Report of Personnel and Supplemental Payroll Certification available from the Personnel office) showing the reason for termination of employment. In the case of resignation, the department head must forward the completed MSD428 and a copy of the resignation letter as soon as the department head has received the resignation in writing. The effective date shown on the Report of Personnel and Supplemental Payroll Certification should be the last date the employee will actually be reporting regular time worked (Code I on the time card). All paperwork must be processed in a correct and timely fashion to permit health insurance continuation notification pursuant to existing laws.
4. The department head is responsible for seeing that all keys to County buildings, ID cards and County property are obtained from the terminating employee.