
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 803
EFFECTIVE DATE: 12/02/08
REVISED: 08/03/10
12/15/16
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: RESIGNATION/TERMINATION

I. Policy:

The following procedures must be followed when an employee terminates their employment with Storey County and requests a final check be issued

A. Employee Notice

1. Employees are requested to provide at least two (2) weeks' notice, in writing, to their Elected Official, Dept. Head or Supervisor of their intent to resign their employment. At the sole discretion of the Elected Official and Dept. Head, an employee may withdraw a resignation at any time prior to its effective date. An employee's failure to give appropriate notice when resigning may constitute cause for denying re-employment with Storey County.
2. The Elected Official or Dept Head must notify the Personnel Director and/or Administrative Officer of the employee's intent to leave, along with the original letter of resignations.

B. Employer Termination

1. Except as otherwise provided for in Storey County Administrative Policy and Procedure # 1001 or in an applicable Collective Bargaining Agreement, no employee shall be terminated without prior review and approval from Personnel Director and/or Administrative Officer and/or the County Manager.
2. When an employee other than a department head or county manager who has been employed by the county for (12) twelve or more months is dismissed from employment he/she may request in writing to the Personnel Director and/or Administrative Officer within (15) fifteen days of the date of dismissal a written statement specifically setting forth the reasons for the dismissal. Within (15) fifteen days after receipt of the written request he/she shall be furnished with the written statement. Within (30) thirty days after receipt of the written statement, the dismissed employee may, in writing, request a public hearing before the board of county commissioners to determine the reasonableness of the action. The board of county commissioners shall grant the dismissed employee a public hearing within (15) fifteen days after receipt of the written request. At the public hearing technical rules of evidence do not apply.

C. Return of Employer Property

When resigning or being terminated, an employee must return all Storey County property including clothing, keys, tools, equipment, and other items of value prior to the last day of employment. The Elected Official or Dept. Head must submit a Notice of Termination of Employment Form to the Personnel Director and/or Administrative Officer.

D. Job Abandonment

Elected Official, Dept. Head or Supervisor may consider employees who are absent from work without approved leave for a period of three (3) consecutive work days to have abandoned their position and, thus, to have resigned. Employers are required to follow due process procedures in this example.

E. Final Paycheck

1. A final paycheck shall be issued when the Personnel Director and/or Administrative Officer receives Original Letter of Resignation or Termination; and a copy of the employee's time sheet with the Elected Official or Dept. Head signature.
2. The Comptroller shall issue a paycheck by the next payday following the effective date of resignation if sufficient notice was given by the employee and may issue a paycheck sooner when the employee resigns in good standing. Whenever an employer discharges an employee, the wages and compensation earned and unpaid at the time of such discharge shall become due and payable on the next regular payday.
3. It is necessary that the Personnel Director and/or Administrative Officer receive the Notice of Termination of Employment before the employee can receive his/her final check.

II. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.