



EMPLOYEE HANDBOOK

Section 30
Updated July 2023

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30.0 SEPARATION OF EMPLOYMENT

30.1 TERMINATION

Deputies, Department Directors and Managers, probationary, casual, and project employees may be separated from County service without rights of appeal or hearing; these employees are deemed to serve at the pleasure of the appointing authority that may revoke such appointments at will. All other regular full-time and part-time employees who have completed probation may be terminated only for cause with rights of hearing and appeal pursuant to [Section 4](#) of this Handbook.

30.2 RESIGNATIONS

Any employee may resign by presenting a resignation in writing, specifying the last day to be worked, to his/her employer.

All accumulated leave (including sick leave at a rate of one (1) hour's compensation for each two (2) hours accrued sick leave to a maximum of 360 hours of pay) may be paid in cash, as provided in these policies, or may be used prior to the effective date, subject to Elected/Director approval.

Once tendered, a resignation may only be revoked with approval of the appointing authority, and permission to work until the final scheduled day shall be conditioned upon the elected or directors discretion.

30.3 LAYOFF & RETURNS

Employees who are laid-off due to economic or budgetary reasons, who later return to the same classification under the layoff status shall receive credit for time worked. This will ensure that their vacation and longevity accrual rates do not change upon return. When an employee returns from layoff status there is no probationary status since they have already completed such status.

Employees who are temporarily laid-off, a period between 0-12 months, shall too be credited for time worked prior to the layoff. The employee would have the option of not being paid out for their vacation and sick balances but may leave this time in a reserve bank for immediate use upon their return.

Employees who are laid-off for short term duration, 0-3 months, will have their vacation and sick leave accrual left in their sick and vacation bank. If the layoff exceeds three months, the employee will have the option of cashing out their bank in accordance with 30.3.1. Should the employee choose to be cashed out, then the employee shall receive the rate of pay consistent with the hourly rate earned by the employee at the time of separation.

30.3.1 Rehire of an Employee – Washington Paid Sick Leave

If Lewis County rehires an employee within a 12-month period from the time of separation, the employee must reinstate all of the employee's previously accrued, unused paid sick leave if he or

she is rehired within 12 months of separation. However, Lewis County will only carry over 40 hours should the time exceed the 12 month period or carries over into the new calendar year. Such reinstatement of sick hours does not carry a cash-out value. If the employee is hired into a regular full or part time position, the full amount reinstated will remain on the books and the employee will begin to receive sick leave as provided within this policy. The cash value of sick leave will begin at the time of hire.

Casual or temporary employees are also eligible to receive their previously accrued, unused paid sick leave. However, this sick leave carries no cash value and will be accrued in accordance of the Washington Paid Sick Leave law and the policy described herein.

30.4 **EXIT INTERVIEWS**

An exit interview may be conducted at the time of each employment separation. Exit interviews are strongly encouraged, but are not mandatory, as they can provide important information on employee's reasons for leaving.

Exit interviews are intended to provide employees with an opportunity to comment on County operations, job requirements, working conditions, and any other information the employee considers beneficial to County awareness.

Employees are encouraged to schedule an exit interview with his or her elected/director or the Human Resources **Office Department** prior to their departure from employment. The employee may choose to complete an Exit Interview Questionnaire, with or without disclosing their name, and forward the completed form to the Human Resources **Office Department**. When reporting the outcomes of exit interviews, the Human Resources **Office Department** shall make every effort to protect the confidentiality of individual interviews.

ATTACHMENTS:

All employees are required to familiarize his or herself with all applicable provisions of Lewis County policy. Additional County policies referred to as Parts in this Handbook can be found on the County's intranet:

- Part 1 — Hiring
- Part 2 — Family Medical Leave Policy
- Part 3 — Travel Reimbursement Policy
- Part 4 — Risk Management and Safety Policy
- Part 5 — Whistleblowers Policy
- Part 6 — Fair Employment Policy
- Part 7 — Workplace Violence Policy
- Part 8 — Drug & Alcohol Policy
- Part 9 — Cash Handling Policy
- Part 10 — Smoking Policy

Part 11 Technology Policy
Part 12 Social Media Policy
Part 13 Training Policy

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