



# WAYNE COUNTY POLICY STATEMENT

<b>Title:</b>	Termination Policy		
<b>Wayne County Policy #</b>		<b>Date Issued:</b>	04/30/2013
<b>Category:</b>		<b>Date Revised:</b>	02/19/2024
<b>Approved By:</b>	Donna Wilson, Director of Personnel Human Resources (P/HR)		Page 1 of 3

## I. PURPOSE

Separation from employment may occur for several reasons (e.g., resignation, retirement, release (end of season or appointment), reduction in force (RIF), or disciplinary).

When an employee separates from employment with Wayne County, a Service Request (SR) must be completed to ensure notification is provided to the Department of Personnel/Human Resources (P/HR).

## II. POLICY PROVISIONS

### A. Resignation

1. Two (2) weeks' notice should be the minimum notice period provided for an employee's intent to resign. Management has the right to accept resignations immediately rather than wait for the expiration of the notice. Payment of wages through the last day of the notice period may be made at the discretion of the Department of P/HR Director or designee.
2. An employee who has submitted their resignation, may with the approval of the Appointing Authority, Department Director, and/or Director of P/HR withdraw such resignation before the effective date, and continue in their position as though the resignation had not been submitted.

### B. Reduction in Force (RIF)

1. Once it is determined that a RIF is necessary, the Appointing Authority, Department Director, and/or Director of P/HR will make reasonable efforts to minimize the impact on affected employees.
  2. The County will apply the provisions of Civil Service Rules and collective bargaining agreements (CBA).
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### C. Involuntary Termination of Employment

1. Termination from County employment will be in accordance with applicable Civil Service Rules, CBA and/or other applicable statutes, including at-will employment. It is recognized in the State of Michigan that the employment relationship is “at-will” unless modified by a CBA or an organization’s determination. At-will means that the relationship may end at any time with or without notice, for any reason, or no reason at all.
2. The Department Director or designee must consult with the Director of P/HR, Labor Relations Division prior to a termination decision.
3. Prior to involuntary termination or disciplinary suspension, a Department Director, or designee may suspend an employee pending investigation. All supporting documentation and information will be provided to the Director of P/HR or the Labor Relations Division.

Depending on the CBA and/or the nature of the employee’s alleged conduct, the suspension may be with or without pay. If the suspension is without pay and it is determined that there is no basis for disciplinary action, the employee will be compensated for work lost due to any investigative suspension.

## III. ENFORCEMENT

P/HR is responsible for the development, revision, communication, and enforcement of this policy including the interpretation and monitoring of adherence to this policy. P/HR will make a final decision in consultation with the Office of Corporation Counsel as necessary.

Violation of this policy may result in remedial action ranging from verbal to written discipline, suspension from work without pay, to immediate termination.

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#### IV. DISCLAIMER

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

In the event any provision of this policy conflicts with the terms and conditions of existing CBA, the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of these policies shall apply.

#### V. RELATED DOCUMENTS

- a. Civil Service Rules and Regulations
- b. Wayne County Collective Bargaining Agreements
- c. Wayne County Employee Handbook
- d. Wayne County Charter
- e. Wayne County Ordinances
- f. Wayne County Employment Application
- g. Wayne County Exit Interview
- h. Wayne County Code of Conduct

#### VI. REVISION HISTORY

ACTION	DATE	BY WHOM	REASON
Created			New Policy
Revised	05/28/2013	Tish King, Director of P/HR	Revised
Revised	2/19/2024	Donna Wilson, Director of P/HR	Gender neutral and consistency of language.