

CHAPTER 13 - EXITING EMPLOYMENT

SECTION A RESIGNATION

Employees may voluntarily terminate their employment at any time. To resign in good standing, a regular employee shall give the employer at least two weeks' notice of termination, and give notice of resignation in writing. Management and professional staff are requested to give 30 days' notice. Regular employees who terminate without two weeks' notice forfeit up to ten (10) days of accrued annual leave, unless the two weeks' notice requirement is waived by the Employing Official.

SECTION B RETIREMENT – REGULAR or DISABILITY

Kitsap County employees are member of the Public Employees Retirement System (PERS) and the Washington State Department of Retirement Systems (DRS). Employees eligible to retire must file an application with the State. The application should be submitted at least 30 days prior to retirement date. Retiring employees and eligible dependents may have access to health coverage through COBRA or retiree plans. Contact Human Resources for more information.

SECTION C REDUCTION IN FORCE - LAYOFF

1. The employing department may declare a layoff in the event that a reduction in force is necessary due to lack of work, lack of funds or reorganization.
 - a. Procedure:
 - i. No regular employee shall be laid off while another person within the department is employed in a temporary, extra-help, or probationary status.
 - ii. For the purpose of layoff, seniority shall be defined as the employee's length of continuous service within their classification, and in case of a tie, their length of continuous service with the County in a regular full-time or regular part-time status. In the event of a layoff, seniority, performance, and ability (including special skills needed to perform a particular assignment within a classification) shall be the factors in determining which employees, within the affected classification within a department will be laid off. When ability and performance are substantially equal, seniority shall be the determining factor. Performance shall be determined by the use of the employee's performance evaluations within the last two years within the affected classification. Performance between affected employees shall be considered "substantially equal" if employees receive a satisfactory rating (3.0) and there is a one-half (1/2) rating point (or less) difference between two or more employees as measured by current performance evaluation system. Ability shall be determined by the existence of special skills, credentials, or other qualifications required in a particular job assignment as evidenced by the job description or announcement of hiring. Employees laid off shall be given two weeks' notice in writing, or at the option of the Employing Official, two weeks' severance pay.

- iii. Laid off employees are eligible for recall or re-employment for a period of one year from their effective date of layoff.

2. Recall Within Department of Layoff:

- a. When the County rehires in a department after a layoff has occurred, the County shall first attempt to rehire those employees who were laid off from the affected classification within the department in the reverse order of layoff. Laid off employees shall also be considered, if available for work, for positions at the same pay range or lower classifications. Laid off employees must meet the minimum qualifications for the position to be considered for recall.
- b. Recalled employees shall return with credit for continuous service at time of layoff. See Chapter 7 for continuous service adjustment information.
- c. Notification of recall shall be by registered mail and employee response is required within ten days of notification.
- d. Laid off employees shall be eligible for recall for 12 months following the effective date of layoff.

3. Re-Employment in Other Departments:

- a. Laid off employees may request to be considered for reemployment in other County Departments for positions at the same pay range or lower classifications. The laid off employee must meet the minimum qualifications for the position to be considered for reemployment.
- b. Reemployed employees shall return with credit for continuous services at time of layoff. See Chapter 7 for continuous service adjustment information.
- c. Laid off employees are required to complete a layoff form identifying positions they are potentially qualified for and to submit the form to the Human Resources Department.
- d. Laid off employees shall be eligible for consideration for reemployment in other departments for 12 months following the effective date of layoff.
- e. Re-employment in other departments is at the discretion of the Employing Official.

SECTION D INVOLUNTARY TERMINATION OF EMPLOYMENT RELATIONSHIP

Employees may be involuntarily terminated. A pre-termination hearing is required (see Chapter 11).

SECTION E RETURN OF COUNTY PROPERTY

All employees terminating employment with the County whether by resignation, retirement, discharge, or layoff are required to turn in all County property to their supervisor on their last day worked or on a day mutually agreed upon with the supervisor.

SECTION F FINAL PAYCHECK

The employee shall receive in their final paycheck, if applicable, pay for wages due, accrued and unused annual or general leave, unused floating holiday, accrued compensatory time earned, prorated longevity bonus, etc.. If an employee received an overpayment of wages and/or benefit contributions in a previous paycheck in error, or the employee owes monies for any reason, the Kitsap County Auditor will provide, in writing to the employee, notification of the overpayment and payment requirements pursuant to Washington State Law (RCW 49.48.200 and 49.48.210).

SECTION G INQUIRIES REGARDING CURRENT AND/OR SEPARATED EMPLOYEES

Verifications of employment must be referred to the Human Resources Department. Departments are asked not to complete forms prior to contacting the Human Resources Department. The County shall only verify an employee's name, job title, salary, and employment dates, unless authorized in writing by the employee or required by federal law, state law, or a court order.

SECTION H UNEMPLOYMENT CLAIMS

1. There are very restrictive time limitations for responding to claims from any State Employment Security office. In order to guarantee that information is processed quickly and accurately, departments must immediately submit the information requested to the Human Resources Department.
2. Kitsap County is a self-insured employer and a lack of response may cause unnecessary expenditures.