

RESIGNATIONS IN LIEU OF DISMISSAL

SUMMARY

An employee may be given the option to resign instead of being dismissed from a County position for disciplinary reasons.

PROCEDURE

1. If the recommended final decision on a disciplinary action report is dismissal, the department may give the employee the option to resign.
2. If the employee accepts this option, the resignation must be submitted in writing.
3. The department must hold the resignation for twenty four (24) hours, it becomes final.
4. The twenty four (24) hour time period only applies when an employee's resignation is accepted in lieu of dismissal and the employee was advised that he/she will be terminated if no resignation is submitted.

Note

This procedure is optional and may be offered at the department's discretion to an employee who is going to be dismissed.

CONTACT(S):

Department/Division

Human Resources Department/Labor Management and Compensation Division

REFERENCE DOCUMENT(S):

Administrative Order 7-3, Disciplinary Action