

## **2.8(1): Separation from the County**

This policy applies to all employees.

### **POLICIES AND PROCEDURES**

Except in rare circumstances and during the PDC process, an employee's last day shall be his or her last physical day worked. Separating employees shall return all County property to their immediate manager or supervisor. County property may include the following:

- Documents
- Purchasing Cards
- Computer Equipment
- County Vehicles
- Supplies
- Materials
- Keys
- I.D. Cards

Personal belongings that are not retrieved within six (6) months may be donated or destroyed. The County reserves the option to mail personal belongings to employees' mailing or home addresses that is on file.

### **Separation Payments**

Final paychecks for separating employees shall be prepared for normal distribution in accordance with regular payroll cycles. The final paycheck may be offset by any monies or property owed to the County with approval from the Director of People Services or the County Manager. Applicable annual and sick leave accruals shall be pro-rated per date of separation, and accrued leaves shall be paid out pursuant to Adams County policies. Coverage under benefit plans (e.g., medical, dental, vision, life, and disability) shall terminate on the last day of the month in which employment ceases, unless continued under the provisions of COBRA. Separating employees are not entitled to any form of severance pay.

If an employee is a participant in the Tuition Reimbursement Program, and if the employee voluntarily leaves the County within one (1) year of completing a course(s) or degree, the employee is liable for all tuition costs reimbursed in the prior year.