

# Salt Lake County Human Resources Policy 2-800: Resignation and Exit Interviews

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## **Purpose**

This policy identifies the procedures an employee should take to resign from Salt Lake County employment and to identify the procedures a supervisor should take to respond to an employee resignation.

## **I. Policy**

Resignation may occur in a variety of ways and supervisors have a specific procedure by which to respond to employee resignations. The Human Resources Division will identify trends requiring attention or opportunities for improving the County's ability to respond to issues relating to employees' decisions to leave employment. Salt Lake County will improve and develop recruitment and retention strategies aimed at addressing these issues.

## **II. Procedures**

### **A. Notification of Separation**

1. Employees are encouraged to notify supervisors in writing at least thirty days in advance of their expected separation or sixty days before retirement from Salt Lake County.
  - a. Part-time and full-time merit employees with benefits who give a thirty day written notice will receive eight hours pay in addition to their regular salary, vacation pay, etc. paid at the end of their employment.
2. All resignations are accepted when received by the supervisor on the date specified.
  - a. After a resignation is effective, all employment rights to that position are terminated.
  - b. An employee's request to withdraw their resignation is subject to administration's discretion.
  - c. The absence of an acknowledgement letter in no way obligates the administration to reinstate a person who has previously resigned.

### **B. Resignation by Absence**

1. An employee absent for two or more scheduled work days without notice, permission or without good reason will be considered as having resigned.
  - a. Employees who are absent will be terminated as a "voluntary resignation" from county employment.
  - b. Prior to termination, the Supervisor will attempt to call the employee.
    - i. If employee contact is made and the employee fails to provide a reasonable basis for the absence, the Supervisor, in their discretion, may proceed with termination.
  - c. If the Supervisor is unable to contact the employee by telephone, the Supervisor or Administrator will send written notice by registered mail or personal service, to the employee's last known mailing address informing him/her of the pending termination.
  - d. The employee will be given an opportunity to respond before the official termination.
    - i. The opportunity to respond consists of a scheduled time, within four to ten calendar days after the date of the letter, when the employee may meet with the Supervisor to explain the absence.

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- a. An employee may explain the absence in writing, if the explanation is received by the supervisor within ten calendar days after the letter to the employee.
    - ii. If an employee does not respond to the notice of termination, either in person or in writing, the termination will proceed.
- C. Withholding Pay Check
  1. Withholding an employee's pay check(s) and/or payment for accumulated vacation leave may be authorized when an employee is being terminated under circumstances in which the employee may owe money to the County or is holding County property. The County may withhold any amount in excess of minimum wage earnings for time actually worked that is equivalent to that which is owed.
- D. Resignation Leave Pay Out
  1. Merit and time limited appointed employees who terminate County employment will be paid for accumulated vacation at the current daily rate of pay. Accrued vacation will be paid for by the employing agency and reimbursed by the Employee Service Reserve Fund when an employee terminates County employment. Payment for accrued vacation will be calculated by multiplying the vacation hours accrued by the hourly rate in effect on the day of termination.
  2. Employees who wish to exhaust accrued vacation during the period of time immediately preceding their effective date of retirement, resignation or termination may be placed on pre-termination leave, if approved by the administrator, but will not be eligible for accrual of leave-on-leave
- E. [Exit Interviews](#)
  1. An agency will notify Human Resources of a pending separation within two (2) business days of receiving employee notification of separation.
    - a. The notice will be completed by the agency for all separating employees excluding temporary employees and involuntary separations.
    - b. The agency will notify the employee of an upcoming Human Resources exit interview invitation.
  2. All merit and appointed employees will be provided the opportunity for an exit interview.
    - a. Human Resources will schedule an exit interview with that employee by phone, email or letter within two (2) business day of receiving the notice of separation.
  3. Voluntary Participation and Confidentiality
    - a. Employees are responsible for participating in the exit interview process on a voluntary basis.
    - b. If an employee chooses to participate in an exit interview, the employee will be encouraged to be honest, candid and constructive in responding.
    - c. The information received through the Exit Interviews is confidential to the extent permitted by law.
  4. Interview Process
    - a. An employee will be invited to participate in a face-to-face exit interview with Human Resources.

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- b. If an employee chooses not to participate in a face-to-face [exit interview](#), the options of an exit interview by phone or by completing a confidential electronic interview will be offered.
  - c. The exit interview should be completed as soon as possible after the confirmed leaving date has been received by the Human Resources Division.
  - d. The employee will be asked a standard set of questions and given a chance to discuss any concerns or information that might benefit the county to know about their employment experience.
5. Reporting
- a. The information will be analyzed regularly by the Human Resources Division to identify areas or determine trends that may need to be addressed. Periodically, the Human Resources Division will share analyses and recommendations with designated members of staff and county management. The analysis will include:
    - i. Statistical information regarding the number and distribution of employee departures during the preceding year and the reasons for leaving
    - ii. Analysis and discussion of trends and common themes that are suggested by the exit interview feedback
    - iii. Summary of actions or interventions taken during the year on the basis of the exit interview information
    - iv. Suggested actions required in order to address concerns or opportunities identified through exit interview feedback.

### III. References

- A. Human Resources Policy
  - 1. 4-300 Insurance and Retirement Programs