

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Employment Policy
Number: 308
Approved: February 24, 2005, supersedes prior policy
Subject: LAYOFFS/TERMINATIONS

1. **LAYOFFS:** Employees who have completed their introductory employment period may be subject to layoff as a result of reduction of the work force or elimination of positions. Retention of employees in positions affected by reduction in work force will be based upon systematic consideration of type of appointments, length of service, and overall performance, unless specified otherwise in a collective bargaining agreement.

2. **TERMINATION OF EMPLOYMENT:** Employment with the County of Allegan is deemed to be ended under any of the following circumstances:
 - 2.1 The employee quits.
 - 2.2 The employee is discharged or laid off.
 - 2.3 The employee has been on an approved leave of absence for a period not to exceed twelve (12) months or the length of his or her employment at the time the leave began, whichever is less.
 - 2.4 The employee fails to report for work when expected or scheduled after an approved leave of absence or after released to return from a medical leave unless the reason for such failure to report for work is for a satisfactory reason within the sole discretion of the employer (department head).
 - 2.5 The employee retires.

3. **BENEFITS UPON TERMINATION:** When an employee is terminated, he or she shall be entitled to payment, at their normal hourly rate at the time of termination, for earned unused PTO time including the prorated portion of the annual allocation and accumulated compensatory time. Most insurance coverages cancel the date of termination with the exception of Medical insurance which is available through COBRA continuation. Retirement benefits are subject to the vesting provisions of the individual plan in which the employee is enrolled.