



<b>Policy 3.10</b>	<b>Termination/Involuntary Separation of Employment</b>		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 2/28/12, 3/25/14			

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## **TERMINATION/INVOLUNTARY SEPARATION OF EMPLOYMENT 3.10**

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### **POLICY**

It is the policy of DuPage County to separate an employee for cause as a method of dealing with any conduct that interferes with or adversely affects employment.

### **ELIGIBILITY**

- All employees under County Board Jurisdiction regardless of employment status.

### **GUIDELINES**

- A.** Disciplinary action may be used with any employee for conduct that adversely affects employment with DuPage County. For the most severe violation, or repeated violations, the employee may be terminated with the approval of the Director of Human Resources (Personnel Policy 10.1: Disciplinary Guidelines).
- B.** Job abandonment is defined as an employee who does not report to work for three (3) days without communicating with their supervisor and/or complying with departmental call in procedures. Job abandonment will result in termination of employment.

### **PROCEDURES**

1. When the decision is made to involuntarily separate an employee, that decision must be approved by the Department Head and the Director of Human Resources, or designee.
2. Prior to the employee leaving, the supervisor should collect all County property entrusted to the employee, including, but not limited to, identification badge, keys, phones, pagers, employee handbook, uniforms, tools, files, equipment, etc. in the possession of the employee. In addition, the employee will receive information in the form of a separation packet from the Human Resources Representative.
3. In cases of job abandonment, the Human Resources Representative will send notifications of termination of employment via certified mail to the employee.