

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Policy No.: 8-2

Effective: 06/16/03

Revision No.:

Review Date: xx/xx/xx

## **Separation**

**OVERVIEW:** This policy describes the procedures for separating from the County.

**SCOPE:** This policy applies to all persons employed by the Board of County Commissioners.

### **PROVISIONS:**

1. Prior to separation, the separating employee's supervisor shall execute the Alachua County Separation Checklist (Appendix C), in order to recover Board property, maintain security and complete all necessary documents.
2. **Executive Service.** An employee in the Executive Service is expected to submit a written notice of resignation to the employee's direct supervisor at least one month prior to the effective date of resignation.
3. **Classified Service.** An employee in the Classified Service is expected to submit a written notice of resignation to the employee's direct supervisor at least two weeks prior to the effective date of resignation.
4. The department shall forward the original notice of resignation to the Human Resources Office for inclusion in the employee's personnel record.
5. A request by an employee to rescind a notice of resignation may be approved by the department director prior to the employee's separation date. The decision of the department director shall be final and may not be appealed under these Policies and Procedures.
6. A formal exit interview, scheduled by the separating employee's supervisor, shall be conducted for all permanent employees according to the provisions of the Exit Interview Policy.

---

County Manager

---

County Attorney