

TERMINATION OF EMPLOYMENT

Coverage.

All employees.

Policy.

To maintain a fair and equitable policy as it pertains to termination.

Reasons for Termination

(a) Layoffs and Military Service: Employees will be eligible to receive all vacation pay as outlined in 10-4 and Sick Leave Buy Back as outlined in 11-9.

(b) Resignation: Employees are expected to provide the town with a written notice of resignation at least two (2) weeks prior to the last day worked. The two (2) week period shall be exclusive of sick leave or vacation leave. The department head, with the approval of the personnel director, may waive the need to work any or all of the two (2) week period. If the two (2) week period is waived, the employee will still be paid at their regular rate of pay for that time. Employees are eligible to receive all vacation pay as outlined in 10-4 and Sick Leave Buy Back as outlined in 11-9.

(c) No call, no show, and/or Resignation with less than 2 weeks Notice: An employee may be considered to have resigned his/her position if they fail to report to work or call in for a period of three (3) consecutive workdays. Employees are eligible to receive all vacation pay as outlined in 10-4 and Sick Leave Buy Back as outlined in 11-9.

(d) Termination for cause: Employees are eligible to receive all vacation pay as outlined in 10-4 and Sick Leave Buy Back as outlined in 11-9.

Evaluation at separation.

An evaluation is required of all employees at separation, and a satisfactory evaluation at separation is required for rehire, with the right to appeal, to the Personnel Board.

Rehire

(a) Military Leave: Situations of military leave and rehire shall be dealt with according to applicable law.

(b) Rehire: If an employee is rehired within one year of termination, after completion of a period equal to the length of termination, or the probationary period, whichever is longer, the employee will be reinstated with no loss of seniority with regards to benefits, longevity pay and personnel records.