



EMPLOYEE MANUAL	
Title: SEPARATION FROM SERVICE	
Policy No.: 27.0	Section Nos.: 27.0 – 27.4
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Approved By: Board of Directors	

27.0 SEPARATION FROM SERVICE

27.1 Lay-Off/Elimination of Position

Subject to any applicable provisions of State law, employment may be terminated, without cause on the part of the employee, in the event of the elimination of his/her position or if a shortage of work or funds requires a reduction in personnel. Lay-off as needed shall be made in order of seniority. The General Manager may also eliminate one or more positions as the result of a need for reorganization. An employee who is being laid off or whose job is being eliminated may elect to displace an employee in a lower classification if he/she has the qualifications and greater seniority than that employee does in the lower classification.

Regular employees shall receive notice of lay-off or position elimination two (2) weeks prior to the effective date. Should the position be reinstated within one (1) year of the effective date of lay-off or position elimination, or if a new position is created within said year requiring substantially the same duties, a regular employee who has been laid off, or whose position has been eliminated, shall be considered to be appointed thereto, provided that the employee left the company in good standing and has on file with the Agency a written application for re-employment listing a current address and phone number where he/she may be reached.

27.2 Resignation/Job Abandonment

An employee wishing to leave the Agency's service in good standing shall file a written resignation stating his/her reasons at least two (2) weeks before the effective date.

Absence without notice or without approval for four (4) consecutive days, or failure to return to work or notify the Agency and get approval within four (4) consecutive working days following an authorized leave, shall be considered resignation or job abandonment and is not subject to the disciplinary appeal process. Neither discipline nor an assessment of job abandonment shall apply to proper use of sick leave or any other protected leave.

27.3 Final Compensation

Upon separation from service, an employee's remaining vacation and personal leave benefits, but not sick leave, shall be added to his/her final compensation and paid at the employee's final rate of pay.

27.4 Non-Vesting Separation

When an employee separates from service, except as otherwise explicitly provided, that employee no longer is entitled to benefits provided to current employees, unless specifically provided otherwise by a provision of this Manual, other Board action, or contract.