

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Separation from District Employment  
**POLICY NUMBER:** 2250  
**ADOPTED:** November 25, 2002  
**REVIEWED:** October 28, 2013; November 12, 2013; November 12, 2015  
**AMENDED:** November 12, 2013

**2250.10** Severance

The District does not ordinarily provide severance pay to employees whose employment is terminated voluntarily or involuntarily. However, the General Manager and the Board of Directors retain discretion to offer severance packages to employees on a case-by-case basis.

**2250.20** Notice or Pay in Lieu of Notice

If an employee is involuntarily terminated, the employee will receive (in addition to earned salary and vacation benefits accrued) either two (2) weeks notice of the effective date of the termination or two (2) weeks pay in lieu of notice. It shall be within the General Manager's sole discretion to determine whether a specific employee shall receive actual notice or, on the other hand, pay in lieu of notice.

**2250.30** Resignation

If an employee finds it necessary to resign, he or she is requested to give advance notice in writing to the General Manager specifying the last day he or she will be at work. This date will be considered the effective date of the resignation. Employees are asked to give at least two (2) weeks advance notice of the effective date of a resignation. Employees who do not provide the requested notice may be considered ineligible for rehire.

#### **2250.40** Layoff Policy

All lay-offs shall occur in reverse order of hire. Those with the least seniority shall be the first to be laid off should the need arise. Should the District lay off any employee who has passed their probationary period, the District agrees to pay that employee Severance Pay in the amount of one month's salary at the employee's monthly salary at the time the lay-off occurs.

The District may divide the employees by office staff and field staff for the purpose of a lay-off; however, all lay-offs done within these two divisions of employees must be done in accordance with the seniority lay-off procedures listed above and in A and B of the Memorandum of Understanding.

In those cases in which seniority becomes a factor, seniority shall be determined from an employee's first day of employment, except in the case of a rehired employee, for whom the most recent reemployment date shall be the date used to determine seniority. For purposes of this policy an employee, if returned to work after a layoff of twelve (12) months or less or following an approved leave of absence of twelve (12) months or less, shall be reinstated with no formal break in service with all previous seniority. However, additional seniority shall not accrue during the period of such layoff or leave.

#### **2250.50** Exit Interview

Exit interviews are encouraged upon termination of employment regardless of the reason for termination. The General Manager may arrange an appointment with the employee for such an interview. At this time the employee may make any appropriate comments regarding his or her area of employment regarding any matter whatsoever. Such comments can be extremely helpful to future planning within the District. Exit interviews are also helpful in providing the opportunity to discuss such matters as benefits and insurance. Employees are expected to return all District property in their possession or control immediately on termination of employment for any reason.