Hardin County Board of Developmental Disabilities
POLICY

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Title: Personnel – Separation		
Regulatory Authority:		
Effective Date: 5/15/18 Review: January 21, 2025		
Reviewer/Job Title: Superintendent or designee		

PERSONNEL
SEPARATION

(A) RESIGNATION

(1) Employees who wish to voluntarily resign must initiate the process by submitting to their supervisor a formal, written letter of notification. Such notification should be directed to the superintendent or designee and should include:

(a) A statement indicating the employee's intention to resign from HCBDD service;
(b) The date the notice was given;
(c) The effective date of the resignation;
(d) The reason for the resignation (optional); and
(e) The employee's signature.

(2) Professional and Management Staff shall give at least one month notice. Other staff shall give at least two (2) weeks' notice.

(3) Failure to give proper notification shall result in ineligibility for reinstatement.

(4) The employee shall return all county and/or HCBDD property to their supervisor on or before the last day of work.

(B) EXIT INTERVIEW

(1) Upon resignation, or otherwise voluntarily terminated employment, an employee is requested to complete an exit interview questionnaire and to personally discuss the questionnaire with the superintendent or designee, prior to receiving a final paycheck.

(2) The exit interview is an opportunity for the employee to offer constructive criticism and insights to the HCBDD regarding the operation of the department.

(3) The superintendent or designee shall:

(a) Attempt to discover any previously unknown causes of the resignation;

(a) Learn of any grievances or specific problems so that the department head can investigate possible solutions;

(b) Determine the final compensation and benefits the terminated employee is scheduled to receive;

(c) Determine the employee's availability for future employment with the HCBDD, should his performance level warrant reinstatement, reemployment, or temporary service; and

(d) Verify the employee's correct address for mailing Internal Revenue Service Form W-2 and related documents.

(C) LAYOFF

(1) In implementing layoffs, the HCBDD adopts the following procedures. In adopting these procedures, the HCBDD intends to follow the civil service laws but does not intend to impose upon itself any restrictions that are not required by the civil service laws; and the HCBDD reserves the right to substantially comply with these procedures where permitted:

(a) Employees may be laid off as a result of lack of funds (as determined by the superintendent), lack of work (as determined by the superintendent), or job abolishment (the need for which will be determined by the superintendent).

(b) Positions ("jobs") may be abolished as a result of reorganization for the efficient operation of the HCBDD, for reasons of economy (determined at the time the superintendent proposes to abolish the position), or for lack of work;

(c) The superintendent or designee shall decide in which classification or classifications the layoff or layoffs will occur and the number of employees to be laid off within each affected classification.

(d) In the case of a layoff, or an abolishment, that results in a reduction of the workforce, the HCBDD shall follow the order of layoff, displacement (bumping), recall, etc., that the HCBDD is required to follow under the Ohio Revised Code.

(2) Furthermore, the HCBDD will follow the current procedures established by the Ohio State Personnel Board of Review and Ohio Director of Administrative Services' (ODAS) administrative rules (as they are amended from time-to-time) regarding:

(a) Order of layoff and displacement (except any laid off or displaced employee shall have the right to fill an available vacancy or displace into an immediately prior-held position if he or she meets the criteria set forth in the Ohio Revised Code, (held the position within the last three (3) years and meets the minimum qualifications));

(b) Content and service of notices to employees of layoff or displacement (e.g., mailed 17 days in advance if served by certified mail, or 14 days in advance if hand-delivered);

(c) The calculation of retention points; and

(d) Other aspects of abolishment, layoff, and recall.

(3) Except that the HCBDD will not file retention point calculations, statements of rationale, or other layoff documents with the director, nor require verification of same, nor does the HCBDD adopt the SPBR or ODAS procedures that are not expressly or logically applicable to the HCBDD or its/their employees or that would require more of the HCBDD than applicable civil service law.

(4) The HCBDD reserves the right to amend this policy from time to time in accordance with applicable law