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TO: County Board of Commissioners
FROM: Lucas Dahling, Finance Controller
SUBJECT: Personnel Policy Chapter 13.1 Update
DATE: January 18, 2022

BACKGROUND

During the audit of the year ended December 31, 2020, the County received a finding related to access rights for terminated employees.

DISCUSSION

Staff has analyzed and addressed the finding. In response, staff has updated the Personnel Policy Chapter 13.1 Separation from Employment. The updated policy clarifies what duties need to be performed by specific department heads and supervisors, the deadline for completion of these duties, as well as how they will be notified when individuals will no longer be active employees. The Management Team has reviewed the policy.

RECOMMENDATION

Staff recommends the Board approve the update to the Personnel Handbook Chapter 13.1 Separation from Employment.

GOODHUE COUNTY BOARD OF COMMISSIONERS

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Goodhue, MN 55027

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Chapter 13 – Separations and Discipline

13.1 SEPARATION FROM EMPLOYMENT

Retirement

Employees desiring to retire in good standing shall give written notice of their intent to retire at least 60 days to their Supervisor, who in turn shall submit the written notice of the retirement to the Human Resource Department. Processing of retirement and severance benefits will be in accordance with regular payroll processing.

Resign in Good Standing

Employees wishing to resign in good standing shall give written notice not less than two weeks before such resignation shall be effective. Department heads, supervisors and nurses are required to provide four weeks' notice. Failure to give such notice may result in forfeiture of some fringe benefit payments authorized herein.

Unauthorized Absence

An unauthorized absence of an employee for three consecutive workdays shall be considered by the County Administrator as resignation of such employee.

Employees are encouraged to complete an exit interview with the Human Resources Department.

Termination

Employees that do not resign in good standing are subject to termination and loss of accrued and unused fringe benefits.

Final Pay Check Provisions

Once it is known that an individual will no longer be an active employee, the Supervisor will notify the Facilities Maintenance, Finance, Human Resources, and Information Technology Department Heads immediately by submitting the Employee Termination Form on the County Internal Website. Unless otherwise provided in Minnesota Statute, employees leaving employment from County service will receive their final paycheck when the following actions have been taken. The Department Heads and Supervisor must notify the Human Resources Department within one week of the termination notice if the following items have not been completed.

- Finance Department:
 - Collect and cancel all P-Cards
 - Cancel all bank account access
- Information Technology Department:
 - Terminate any computer and network access
 - Terminate any cell phone access
- Maintenance Department:
 - Secure keys
 - Cancel fob
 - Destroy ID Card
- Human Resources Department:
 - Recovery of HSA Funding Advance
 - Recovery of Tuition Reimbursement within claw back period

- Supervisor/Department Head:
 - Recovery of County Prepaid Monies
 - Recovery of Other Property on Loan or Being Utilized
 - Notify the Finance Department of any possible bank account access

Employees are encouraged to complete an exit interview with the Human Resource Department.