

A. RETIREMENT:

If an employee intends to retire from the County's employment, the employee shall submit written notice at the earliest possible date prior to the effective date of retirement to the Elected Official/Department Head.

B. EARLY RETIREMENT: See Section IV, I.

C. RESIGNATION:

Teller County would appreciate any advance notice of an employee's intention to terminate employment. Providing advance notice allows the County an opportunity to maintain a consistent workforce to better serve our customers.

D. DISCHARGE:

An employee may be discharged from employment as a result of a disciplinary action (see Section IX).

E. RELEASE FROM TEMPORARY EMPLOYMENT:

When temporary employment is complete, the employee's records will show that the employee left because the temporary employment expired.

F. REDUCTION-IN-FORCE:

A reduction-in-force applies when a layoff is necessary due to the lack of work, lack of funds, economic slowdowns, technological or structural changes in Teller County's operations, or when a layoff is necessary to ensure the financial health and viability of the County. The order of layoff is determined based on the skills, knowledge, and abilities that are necessary to perform the ongoing or future work of the unit or department. When management determines that two or more employees possess substantially equal skills, knowledge, and abilities, layoffs occur in inverse order of seniority. A layoff notice is given to an employee in compliance with any applicable federal and state layoff notice requirements.

G. RETURN OF COUNTY ISSUED MATERIAL:

Upon termination of employment, for any reason, an employee or Elected Official must return all County-issued materials/property on or before the last day of employment. If County-issued materials/property is not returned,

the cost of the materials/property will be deducted from the employee's final paycheck in accordance with applicable law. Any additional amounts owed that are not deducted from the final paycheck will be billed to the ex-employee and payable upon receipt of the invoice.