

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0855 (HR)
Effective Date: 11-01-16
Person Responsible: Human Resources Coordinator

Subject: Resignation/Separation
Last Revision: 09-26-2024

Approvals/Date: Brent C Ban 9-26-24 Date Superintendent, WCBDD
Julie Sprague 9-26-24 Date Department Director/Coordinator

SEPARATION

- 1. Employees who voluntarily resign from County employment must submit a written resignation to their supervisor at least two weeks prior to the date of departure.
2. Upon the Appointing Authority and/or Designee's written acceptance of an employee's resignation, the employee is not able to rescind his/her resignation.
3. Employees must return all issued Board property. Failure to return Board property may result in prosecution for unauthorized use and/or theft of Board property.
4. The Board conducts exit interviews with employees separating from employment.
5. Employees retiring from Board service are encouraged to discuss their retirement plans with their Supervisor/Department Director at least six months prior to their retirement.
6. Employees who separate from Board service are eligible to receive a refund of their OPERS contributions three months after termination.
7. Ohio law also restricts former employees from representing a person or acting in a representative capacity for any person in any matter in which the employee personally participated through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or other substantial exercise or administrative discretion.

VOLUNTARY SEPARATION

- 1. An employee who is absent from work for three or more successive workdays, without leave and without notice may be subject to removal. Any employee who fails to report to work in this manner is deemed to have voluntarily resigned his/her position(s).

DISABILITY SEPARATION

- 1. A disability separation is a separation of service with a conditional right to reinstatement for a period of time for an employee who is unable to perform the essential job duties of the position due to a disabling illness, injury or condition.
2. As members of the Ohio Public Employees Retirement System (OPERS), employees may be eligible for disability benefits. Additional information may be obtained by contacting OPERS directly.

Voluntary Separation

- 1. An employee may request a voluntary disability separation when the employee does not dispute his or her inability to perform the essential job duties of the position. The employee waives the right to a pre-separation hearing, but has the right to request reinstatement within two years of the date in which the employee was no longer performing in active work status.

Involuntary Separation

- 1. If an Appointing Authority receives substantial credible medical evidence of the employee's disability and determines that the employee is incapable of performing the employee's essential job duties due to the disabling illness, injury or condition, the Appointing Authority may place the employee on involuntary disability separation, including and employee who is unable to return to work following a leave of absence. The Appointing Authority or their designee shall schedule a hearing on involuntary disability separation and send written notice to the employee at least 72 hours in advance of the hearing.

References: OAC 123:1-30-01; 123:1-30-02

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