



Separation from Employment

Board Approval: *R M Kelly, Chairman*

Date: 4/26/16

Separation from employment occurs when employment ends with the JCESA, which may come about by Retirement, Resignation, or Dismissal.

Retirement

Each employee shall notify the Deputy Director in writing of his/her intentions to retire as soon as possible, but no less than two (2) weeks in advance of his/her intended last day.

Upon retirement, the employee will be paid, at the next regular payday, for any and all unused Personal Leave and Compensatory at his/her regular hourly rate times the number of unused hours. The employee will not be compensated for unused Medical Leave upon retirement, but may earn retirement credit through the WV EMSRS for unused Medical Leave. The employee will not be paid for unused Flex Time. Retired employees may be eligible to participate in the JCESA health insurance plan at their own expense.

Resignation

Resignation is a voluntary separation from employment on the part of the employee. All employees are expected to give two (2) week notice, in writing, to the Deputy Director of their intent to resign. Upon resignation, the employee will be paid, at the next regular payday, for any and all unused Personal Leave and Compensatory Leave at his/her regular hourly rate times the number of unused hours. The employee will not be compensated for unused Medical Leave or Flex Time upon resignation. Upon resignation, the employee may be eligible to continue health insurance benefits through COBRA at their own expense.

Dismissal

Dismissal is an involuntary separation from employment. Dismissal may occur for reasons such as, but not limited to, reduction in the work force or unsatisfactory job performance. The Agency is an at will employer with all employees.

When an employee is dismissed for any disciplinary reason, a final pay will be given to the employee within seventy-two (72) hours of the separation of employment (West Virginia Code Chapter 21). The final pay amount will include time worked, unused Personal Leave, and any unused Compensatory Leave. The employee will not be paid for unused Medical Leave or Flex Time and will forfeit any unused Medical Leave and/or Flex Time hours. The employee may be eligible to continue health insurance benefits through COBRA at their own expense.