

Salt Lake County Human Resources Policy 3-1200: Administrative Separations

Purpose

This policy creates a process for non-disciplinary separations of employment.

I. Policy

It is the policy of Salt Lake County to provide administrative process for an employee subject to an Administrative Separation appeal the factual basis of the decision or an irregularity in the process.

II. Procedures

- A. An Administrative Separation may be used by an agency for a non-disciplinary separation of employment for reasons including, but not limited to, exhaustion of leave, approval for Long Term Disability, or inability to perform the essential functions of the position with or without a reasonable accommodation.
- B. Agencies shall provide the employee with a notice of intent of an Administrative Separation seven (7) calendar days prior to the Administrative Separation.
 1. The written notice shall provide the employee with the factual basis of the intent to separate employment and an opportunity to respond in writing or in person prior to the Administrative Separation.
 2. The Administrator may place the employee on paid administrative leave between the date of the notice of intent and the proposed effective date.
- C. If the employee responds to the notice of intent of an Administrative Separation, the Division Director or Administrator shall issue a written decision prior to the Administrative Separation.
- D. If the employee does not respond to the notice of intent of an Administrative Separation, the employee's employment shall be separated seven (7) calendar days after the issuance of the notice of intent.
- E. The parties may waive or extend any of the time limits by written agreement.
- F. Administrative Separations are not disciplinary terminations and are not appealable to the Career Service Council.

III. References

- A. County Personnel Management Act, Utah Code Ann. § 17-33-1 *et seq.*
- B. Human Resources Policy:
 1. 1-200, General Definitions
 2. 3-200, Reasonable Accommodations
 3. 4-200, Leave Practices
 4. 4-600, FMLA
 5. 4-1000, Long Term Disability

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APPROVED and ADOPTED this 13 day of September, 2022.

SALT LAKE COUNTY COUNCIL

By Laurie Stringham
Laurie Stringham, Chair

ATTEST:

Sherrie Swensen
Sherrie Swensen, County Clerk

Reviewed and Advised as to
Legality and Form
Salt Lake County
District Attorney's Office
Zachary Lancaster
Digitally signed by Zachary
Lancaster
Date: 2022.09.06 15:03:20 -0600'

Voting:

Council Member Alvord
Council Member Bradley
Council Member Bradshaw
Council Member DeBry
Council Member Granato
Council Member Theodore
Council Member Snelgrove
Council Member Stringham
Council Member Winder Newton

"Aye"
"Aye"
"Aye"
"Aye"
"Aye"
"Aye"
"Aye"
"Aye"
"Aye"