

Iowa County, Iowa
Policy Manual

Title: Resignations	Reference #: HR011
Subject: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

Resignation

If an employee should decide that it has become necessary to quit his or her job, the employee will present a written resignation at least two weeks prior to the effective date of resignation. If proper notice is not given, the employee's rehire status may be affected and/or the employee's accrued vacation will be withheld and not paid out on the employee's final paycheck. Department Heads will notify the Auditor immediately so that the appropriate forms may be completed. The requirements of this provision do not change the at-will nature of the employment relationship.

Abandonment of Position

An employee who is absent from duty for two consecutive working days without notifying their Department Head/Elected Official shall be deemed to have resigned their position. The Department Head shall not grant renewed employment unless the employee gives a justifiable reason explaining the period of absence.

Benefits Obtained upon Reinstatement

An employee loses all credit for previous employment upon separation from county employment unless the person is rehired within sixty (60) days.

Death or Disability

The beneficiary of a deceased or disabled employee will receive all monetary benefits accrued by the employee up to the time of death or disability (i.e. vacation time, overtime, salary). The employee's immediate family, subject to the provisions of federal law (COBRA, HIPAA), may continue county group health insurance.