



Current HR Policy HR012-Separation of Employment Reads:

- A. Separation from employment is:
1. Resignation—Any situation wherein an Employee voluntarily leaves employment. Resignation in good standing requires a minimum two (2) week notice.
 2. No Fault—Any situation wherein an Employee voluntarily leaves employment during an introductory period.
 3. Retirement—Employees meeting eligibility requirements established by the Texas County and District Retirement System (TCDRS) and who retire under that system or AUL. Retirees are eligible to receive any retirement benefits offered by County. Certified Applications for retirement must be submitted to TCDRS and or AUL not later than the last day of the proposed effective month.
 4. Disability—Employees meeting eligibility requirements established by TCDRS and who receive benefits under that system. Such disabled Ex-Employees are eligible to receive benefits offered by County to its retirees.
 5. Reduction-in-Force – An involuntary separation from employment due to budgetary restraints, abolition of a budgeted position or reorganization of County government. This type of separation is not an appeal action.
 6. Job Abandonment—leaving job without permission or notice and/or; No Call, No Show for 2 or more consecutive shifts without permission or notification is considered a voluntary termination.
 7. Involuntary Separation - Dismissal or Discharge—Any involuntary separation from employment. Allowed accrued vacation will be paid out if an Employee involuntarily separates employment.
- B. Exit Interview

Supervisors must notify the Human Resources Department of every Employee termination. Employee's who resign, retire or for any voluntary termination should make an

appointment with the Human Resources office for an exit interview. For all others, final paperwork and check will be sent to the employee's home address. In the case of death, Human Resources will make every effort to meet the family at a convenient location or will send the paperwork in the mail. County badges are to be surrendered to the Supervisor or Human Resources.

C. Final Paycheck

Paychecks for terminated Employees will be processed and delivered on the next regular pay day. In the case of an involuntary termination; the employee's last paycheck will be mailed to the employee's address on file in Human Resources.

D. Death

The estate of any Employee who dies while employed by the County shall receive earned pay and payable benefits due.

E. Unemployment Claims

On occasion, Employees whose employment terminated with the County files for unemployment benefits with the Texas Workforce Commission. Oftentimes, such employees are entitled to unemployment compensation. But, on occasion, an Employee is not so entitled. The County has retained the services of TALX to assist it in unemployment compensation hearings as necessary.

Upon termination of an employee, Human Resources will enter the separation information online with TALX and will forward all supporting documentation.

When a claim for unemployment benefits is filed, TALX will notify Human Resources of the date and time for the hearing.

F. It is the policy of the County to assess each request for unemployment compensation and to contest those that appear unjustified. Accordingly, any request by a Department Head to waive a contest of an application for unemployment benefits will be submitted to Commissioners Court for approval.

This update would add item G listed below:

G. Employees eligible for TCDRS retirement who have 8 years of service with Galveston County will be eligible to continue medical coverage upon Retirement from Galveston County. Employees who separate employment or retire with less than 8 years of service with Galveston County and have active Health benefits will be eligible for COBRA coverage.