

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 ____ day of _____, 2022.

SALT LAKE COUNTY COUNCIL

By _____
Laurie Stringham, Chair

ATTEST:

Sherrie Swensen, County Clerk

**Reviewed and Advised as to
Legality and Form**
Salt Lake County
District Attorney's Office



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 _____