

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**SECTION 9  
NONDISCIPLINARY SEPARATION**

- 9.1 Resignation
- 9.2 Exit Interview
- 9.3 Layoff and Recall

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**RESIGNATION**

**SECTION 9.1  
PAGE 1 OF 1**

- A. Employees who plan to resign voluntarily must notify their immediate supervisor at least two (2) weeks (fourteen [14] calendar days) in advance of the effective date of termination. A formal letter of resignation shall be required by the Employer.
  
- B. The County-provided health care coverage will cease to be effective upon the last day of the month that the premium was paid for.
  
- C. Upon formal resignation, employees shall be required to turn over all property belonging to the Employer (vehicles, keys, equipment, identification card, uniforms, etc.). A person who resigns in good standing may be reinstated, at the discretion of the Employer, in his or her former type of position within one (1) year following resignation, provided the person remains qualified to perform the duties of the position and such reinstatement would be in the best interest of the Employer's Office.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**EXIT INTERVIEW**

**SECTION 9.2  
PAGE 1 OF 1**

- A. When an employee has resigned, or otherwise voluntarily terminated employment, the employee is requested to complete an exit interview questionnaire, and to personally discuss the questionnaire with the Employer or designee.
  
- B. The exit interview is an opportunity for the employee to offer constructive criticism and insights to the Employer relative to the operation of the office as well as to be advised regarding the continuation of health care benefits and other matters associated with the termination of employment.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_

**BELMONT COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**LAYOFF AND RECALL**

**SECTION 9.3  
PAGE 1 OF 1**

Layoffs will be in accordance with R.C. 124.321 to 124.327 and the Rules of the Director of Administrative Services.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_