

6.0 SEPARATIONS, SEVERANCE, LONGEVITY & DISCIPLINE

All separations of employees shall be designated as either voluntary or involuntary.

6.1 VOLUNTARY SEPARATIONS

Resignation: An employee who intends to resign shall notify the supervisor in writing at least 10 working days prior to the last day of work. An employee who resigns without sufficient notice is subject to having his or her separation designated as unsatisfactory service unless there is a valid reason for not being able to give sufficient notice.

Retirement: Employees intending to retire shall notify the supervisor, in writing, of their intent to retire at least twenty (20) working days prior to the last day of work.

Severance Pay: After ten (10) years of continuous full-time employment and upon voluntary termination of employment, non-elected employees will be eligible to receive a lump sum payment of one hundred dollars (\$100.00) per year of employment. The number of years of employment will be paid in whole years and determined from the current anniversary year.

Longevity Pay: Full and part-time employees' rate of pay increases on their anniversary date. The rates shall be consistent with any future negotiated increases with any union representing Sac County employees. The department head is responsible for notifying the payroll clerk of employee's longevity pay increase.

SERVICE TIME	RATE OF PAY
5 through 9 years	15 cents per hour
10 through 14 years	20 cents per hour
15 through 19 years	25 cents per hour
20 through 24 years	30 cents per hour
25 through 29 years	35 cents per hour
30 or more years	40 cents per hour