

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

RESIGNATION/EXIT INTERVIEW

**SECTION 2.16
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- A. Whenever possible, employees who plan to voluntarily resign should notify their immediate supervisor at least two (2) weeks in advance of the effective date of the employee's separation from employment. In addition, the Employer requests the employee complete an Exit Interview Questionnaire and personally discuss the questionnaire with the SCAA or designee.

The exit interview should cover, but is not limited to:

1. Submission of a written letter of resignation and arrangements for final payment of wages to the employee and any required payroll deductions;
 2. Collection of keys, uniforms, and any materials or equipment utilized by the employee which belongs to the County;
 3. Conversion of benefits enrolled in and vested while employed by the County and notification regarding the employee's ability to continue health care coverage;
 4. Discussion of the reasons for the resignation;
 5. Discussion of the employee's employment experience;
 6. Determination of the employee's interest and/or availability for future employment;
 7. Obtaining the correct mailing address for forwarding the employee's final paycheck and Internal Revenue Service W-2 forms;
 8. Reminding the employee to remove any personal belongings from the Employer's premises; and
 9. Advising the employee that an employee who resigns in good standing may be re-employed at the discretion of the SCAA when such re-employment is in the best interest of the County.
- B. If an employee fails to report to work at their regularly schedule time and remains absent for three (3) or more consecutive workdays without reporting such absence, the Employer will attempt to contact the employee at their last known address and notify them that failure to immediately return to work will be deemed a voluntary resignation of their position. If the Employer cannot locate the employee, or if the employee, after notification, fails to return to work, the Employer will deem such action a voluntary resignation and will begin removal proceedings for neglect of duty in accordance with O.R.C. 124.34.