

Salt Lake County Human Resources Policy 5-400 Severance Pay

Purpose

The purpose of this policy is to provide uniformity in process and to outline the circumstances when severance pay for appointed employees who are released from employment by the County is allowed.

I. Policy

It is the policy of Salt Lake County to offer a mechanism by which employees in appointed positions may receive severance pay.

II. Procedures

A. Eligibility

1. This policy applies to all employees in Appointed – Non-Merit positions. Part-time appointed employees may receive severance pay on a pro-rated basis in accordance with their employment status.
2. This policy only applies if an appointed employee is released from service by the appointing official during the appointing official's term in office.
3. The severance date or last day of work of an appointed employee will be at the discretion of the elected official.

B. Triggering Events

1. If an appointing official releases an appointed employee during the appointed official's term of office, then an appointed employee may, *at the discretion of the appointing official*, be eligible for severance pay if the appointed employee releases all claims he or she may have against the County in a form approved by the District Attorney.

C. Payment

1. An employee may receive up to, but no more than, 12 weeks of the employee's salary in a lump sum at the discretion of the appointing official.
2. Any payment made under this policy will be from the elected official's budget approved by the County Council for the final full year of the elected official's term.

D. Employees Ineligible to Receive Severance

1. This policy does not apply if the appointed employee:
 - a. Leaves employment voluntarily;
 - b. Is under investigation for violating, or has been found to have violated, a law, ordinance or policy; or,
 - c. The appointing official determines that severance pay is not warranted.

E. Council Notification

1. Each appointing official shall promptly notify the County Council Chair of the appointing official's intent to provide severance pay.

III. References

A. Human Resources Policy:

1. 1-200, General Definitions
2. 2-100, Employment Status