

CORPORATE POLICY

SUBJECT: Resignation

CATEGORY: Human Resources

ORIGINAL DATE: November 10, 1992

REVIEWED DATE: December 16, 2021

REVISION DATE: ~~February 23,~~
2022 July 24, 2024

I. POLICY:

A Lake County Health Department and Community Health Center (LCHD/CHC) employee ~~may~~must resign from LCHD/CHC by presenting their resignation in writing to their immediate supervisor. ~~To resign in good standing, an employee must provide a minimum of 14 calendar days' notice, or as otherwise required by an individual employment contract. The immediate supervisor shall then forward the resignation letter to the appropriate Director and to Human Resources (HR). An employee may withdraw their resignation up to 10 calendar days after the date the resignation was submitted. It is at the discretion of the immediate supervisor and appropriate Director to approve or disapprove the request to withdraw a resignation. All letters of resignation must be dated and signed by the employee. The supervisor or temporary agency will notify the recruitment Program Assistant upon the end date of a contingent workers assignment or of their intent to resign their employment.~~

II. SCOPE:

All LCHD/CHC employees and contingent workers.

III. PROCEDURE:

- ~~A.~~ For an employee to give notice of intent to resign, To resign in good standing, all employees they must submit a signed and dated letter of resignation to their immediate supervisor a minimum of 14 calendar days in advance of their resignation date. The letter must state the resignation date and the reason for resignation. An employee may withdraw their resignation up to 10 calendar days after the date their resignation was submitted. The decision to approve or deny an employee's request to withdraw their resignation is at the discretion of the immediate supervisor and appropriate Director.
- ~~B.~~ Upon receiving an employee's resignation letter, The immediate supervisor must forward the letter to the appropriate Director and Human Resources (HR).
- ~~A.C.~~ For contingent workers, the immediate supervisor and/or temporary agency will notify the recruitment Program Assistant upon the end date of a contingent worker's assignment or of their intent to resign their employment assignment.
- ~~B.D.~~ It is the responsibility of the immediate supervisor to ensure that all LCHD/CHC property and equipment technology assets (i.e., ID badge, proximity card, keys, cell phones, laptops, tablets, etc.), in the possession of thean employee or contingent worker is turned in by their last day of employment. The immediate supervisor must then coordinate the consignment of the technology assets with the Health Informatics and Technology (HIT) tTeam on what to do with those technology assets (i.e., return to the HIT offices or held at the program level). The immediate supervisor must also coordinate the return of the ID badge, proximity card, and keys to HR.
- ~~C.~~ LCHD/CHC is entrusting the employee or contingent worker with the assets, therefore, they must acknowledge their return of the assets for which they were

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- ~~issued by signing a HIT form. If the regular status employee fails to return any Health Department issued technology assets, then Lake County will invoice that employee for the cost of those unreturned assets. The employee's failure to pay will be considered a debt due and owing to the public body and may be collected in accordance with applicable law. For technology assets not returned by contingent workers, the LCHD/CHC supervisor will coordinate the return of those assets by contacting the temporary agency for assistance.~~
- D.E.** When a supervisor resigns and has in their possession any ~~Health Department~~LCHD/CHC technology assets issued to a former employee or contingent worker, they are required to notify the HIT ~~Team~~ to ensure they have proper record of those assets.
- F.** Health Payroll will submit a RequestIT system ticket to the HIT Team to disable all system access for ~~all employees who terminate employment with LCHD/CHC, the regular status staff,~~ indicating the employee's last date of employment, ~~and the employee's schedule for their last date of employment. The HIT team will ensure system access is inactivated as requested.~~ The ~~recruitment Program Assistant~~HR Information Systems Specialist will conduct the same process for ~~the all~~ contingent workers.
- G.** The HIT Team will ensure system access is inactivated by the end of day of the employee's last day, as requested, determine what technology assets were issued to the employee, and send a list of those assets to the immediate supervisor. Upon receipt of the returned technology assets, the HIT Team must acknowledge receipt of return on their inventory tracking form.
- E.H.** If a regular status employee fails to return any LCHD/CHC issued technology assets, Lake County Finance will invoice that employee for the cost of those unreturned assets. The employee's failure to pay will be considered a debt due and owing to the public body and may be collected in accordance with applicable law. For technology assets not returned by contingent workers, the LCHD/CHC supervisor will coordinate the return of those assets by contacting the temporary agency for assistance.
- F.I.** ~~The HR Health Payroll Team~~HR will contact ~~regular full-time or part-time,~~ employees who have submitted a resignation, to arrange an appointment for an exit (off-boarding) meeting. During the exit meeting, HR will discuss insurance benefit end dates, portable benefit options, and compensation payouts.
- G.J.** If eligible, unused sick leave may be compensated at 50% of value if the employee has at least 30 days in their sick leave bank on the last day of employment, up to a maximum of 60 days. The daily calculation for part-time employee hours will be prorated according to the employee's normal weekly hours, as specified in the employee's HR record. See the Sick Leave Policy for detailsguidance on sick leave payout at termination.
- H.K.** Monies accumulated in the employee's Illinois Municipal Retirement Fund (IMRF) account are refundable. Forms required to request this refund are available ~~from~~ HR at www.imrf.org. Additional details are available in the IMRF handbook provided by IMRF to each new employee or by calling IMRF directly at 1-800-ASK-IMRF.
- I.L.** Eligible leave benefits will be paid out on the final paycheck.
- J.M.** Employees who resign (or terminate) from a regular full- or part-time position with Lake County will be required to separate for a distinct 13 weeks, after their effective date of termination before they may be permitted to eligible for rehire at LCHD/CHC.
- K.N.** If an employee provides less than two weeks' notice, they individual may not be

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eligible for rehire depending upon the circumstances. Approval is required from the HR Director and HR Manager on whether the employee is eligible for rehire.

L.O. Employees who resign and are rehired in another position within 6 months from last date of employment may have their vacation accrual rate reinstated.

M.P. Failure to control ~~equipment~~ all LCHD/CHC issued items and assets in alignment with this policy is considered a violation of the Breach Determination, Investigation and Notification policy and the HIPAA Sanctions for Privacy and Security Violations by Workforce Member's policy.

IV. REFERENCES:

Illinois Municipal Retirement Fund Policy
Sick Leave Policy
Breach Determination, Investigation and Notification Policy
HIPAA Sanctions for Privacy and Security Violations by Workforce Members Policy

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____

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- B. Upon receiving an employee's resignation letter, the immediate supervisor must forward the letter to the appropriate Director and Human Resources (HR).
- C. For contingent workers, the immediate supervisor and/or temporary agency will notify the recruitment Program Assistant upon the end date of a contingent worker's assignment or of their intent to resign their employment assignment.
- D. It is the responsibility of the immediate supervisor to ensure that all LCHD/CHC property and technology assets (i.e., ID badge, proximity card, keys, cell phones, laptops, tablets, etc.), in the possession of an employee or contingent worker is turned in by their last day of employment. The immediate supervisor must then coordinate the consignment of the technology assets with the Health Informatics and Technology (HIT) Team (i.e., return to HIT or held at the program level). The immediate supervisor must also coordinate the return of the ID badge, proximity card, and keys to HR.
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- F. Health Payroll will submit a RequestIT system ticket to the HIT Team to disable all system access for all employees who terminate employment with LCHD/CHC, indicating the employee's last date of employment. The HR Information Systems Specialist will conduct the same process for all contingent workers.
- G. The HIT Team will ensure system access is inactivated by the end of day of the employee's last day, as requested, determine what technology assets were issued to the employee, and send a list of those assets to the immediate supervisor. Upon receipt of the returned technology assets, the HIT Team must acknowledge receipt of return on their inventory tracking form.
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