

A. Obligations Employees Have to the County Upon Termination

1. A resigning employee shall submit a written resignation to an appropriate supervisor at least ten (10) business days before planning to leave County service, unless the time frame has been modified or waived by the Appointing Authority. If written notice is not received, oral notice of resignation becomes effective on the date stated by the employee and must be witnessed and documented by the Appointing Authority or designee. A written confirmation of the resignation shall be sent to the employee within two (2) business days of the employee's oral notification. Failure to provide such timely notice could jeopardize consideration for future employment with the County.
2. The employee shall adhere to checkout procedures as outlined by the Appointing Authority. Checkout procedures to be completed by a terminating employee shall include but not be limited to:
 - a. Return of all equipment and supplies to the designated unit charged with their maintenance. This includes keys, identification cards, clothing, etc.;
 - b. Payback of any outstanding financial obligations such as educational reimbursement, travel advances, personal telephone expenses, etc.;
 - c. Arrangement for final paycheck from the departmental payroll section; ARS § 23-353 provides:
 - (1) Employees who are dismissed shall be paid wages due within three (3) business days or at the end of the next regular pay period, whichever is sooner.
 - (2) Employees who resign shall be paid in the usual manner all wages due no later than the regular payday for the pay period during which the termination occurred.
 - d. Exit interviews, when offered.
3. An employee who terminates employment with the County within six (6) months of receipt of uniform allowance shall return fifty percent (50%) of monies received for the uniforms or have that amount withheld from the final paycheck provided the amount withheld does not bring the employee's pay below the required minimum wage or overtime levels.

- A. 4. An employee who terminates employment with the County within six (6) months of receipt of educational reimbursement shall return fifty percent (50%) of monies received or arrange with the department to have that amount withheld from the final paycheck provided the amount withheld does not cause the employee's pay to fall below the required minimum wage or overtime levels.
5. Training Reimbursement
- a. Corrections Officers and Deputy Sheriffs who voluntarily terminate employment with Pima County and who accept a position with another Law Enforcement Agency within one (1) year of completing their basic training shall return one hundred percent (100%) of the cost of their basic training or make arrangements with the department to have that amount withheld from the final paycheck provided such return does not bring the employee's pay below the required minimum wage or overtime levels.
- b. Except to the extent it conflicts with Federal minimum wage and overtime requirements, Corrections Officers who otherwise voluntarily terminate employment with Pima County within three (3) months of being hired shall return seventy-five percent (75%) of the cost of their basic training or make arrangements with the department to have that amount withheld from the final paycheck. Corrections Officers who otherwise voluntarily terminate employment with Pima County after three (3) months of being hired and prior to the end of their initial hire probation shall return fifty percent (50%) of the cost of their basic training or make arrangements with the department to have that amount withheld from the final paycheck to the extent it does not reduce the wages of the employee below the minimum required by Federal law.
- c. Except to the extent it conflicts with Federal minimum wage and overtime requirements, Deputy Sheriffs who otherwise voluntarily terminate employment with Pima County within five (5) months of being hired shall return seventy-five percent (75%) of the cost of their basic training or make arrangements with the department to have that amount withheld from the final paycheck. Deputy Sheriffs who otherwise voluntarily terminate employment with Pima County after five (5) months of being hired and prior to the end of their initial hire probation shall return fifty percent (50%) of the cost of their basic training or make arrangements with the department to have that amount withheld from the final paycheck provided the amount withheld does not bring the employee's pay below the required minimum wage or overtime levels.

- A. 5. d. Any other employee who voluntarily terminates employment with the County within six (6) months of completing any job-related training session or conference, wherein the training or conference fee exceeds five hundred dollars (\$500.00), shall return fifty percent (50%) of the training/conference fee or make arrangements with the department to have that amount withheld from the final paycheck provided the reimbursement does not result in payment to the employee of less than the amount required by applicable minimum wage and/or overtime requirements.
- 6. An employee shall work the two (2) weeks prior to resignation unless other arrangements are made with the Appointing Authority and a letter stating the arrangements is forwarded to the employee's department personnel file. The Appointing Authority shall not grant the use of sick leave during this time without verification from a medical practitioner.
 - a. An employee currently on full-time FMLA leave is exempt from Personnel Policy 8-123 A.6 above.
 - b. For an employee on intermittent FMLA leave, the work arrangement may be based on the medical certification on file and, at the discretion of the Appointing Authority, verification may not be required.

B. Pima County's Obligation to Terminating Employees

1. Annual Leave

a. Termination

While on initial probation, a terminating employee who has completed six (6) months of his/her initial probation shall receive payment for accrued annual leave in the same manner as permanent employees. Employees hired under the Pima County Trainee Program who have completed six (6) months of the program shall receive payment for accrued annual leave in the same manner as permanent employees. All permanent employees shall receive payment for annual leave hours accrued through the pay period in which the effective date of termination occurs, up to a maximum of two hundred forty (240) hours.

b. Layoff

All accrued annual leave hours shall be paid to the laid-off employee.

B. 1. c. Death

All accrued annual leave hours shall be paid to the surviving spouse or to the estate of the deceased.

d. Retirement

An eligible employee who retires from County service shall have any annual leave in excess of two hundred forty (240) hours automatically converted to sick leave and paid out pursuant to Personnel Policy 8-106 H. The unused hours of sick leave converted to annual leave for retirement payout purposes shall not be included in the calculation of the two hundred forty (240) hours annual leave payoff limit.

All annual leave hours paid to a terminating employee shall include shift differential and assignment pay in effect at the time of termination. An employee who is detailed to a higher position at the time of termination shall be returned to his/her previous position as of the effective date of termination and shall be paid for accrued annual leave hours at the rate of the previous position.

2. Sick Leave

a. Termination

Except as provided in Subsections b., c., d. and e. below, accrued sick leave shall not be paid to any terminating employee.

b. Retirement

An employee taking normal, early or permanent disability retirement shall be paid for unused, accrued sick leave pursuant to Personnel Policy 8-106 H.

c. Death

Using the conversion formula cited in Personnel Policy 8-106 H.4, unused hours of sick leave shall be converted to annual leave and paid to the surviving spouse or to the estate of the deceased. The employee need not be eligible for retirement at the time of death in order for the conversion to be calculated and the payment to be made.

B. 2. d. Layoff

A conversion of unused sick leave hours to annual leave upon layoff is available to employees upon request and prior to the date of layoff. If an employee requests and receives this payout and returns to County employment, he or she is ineligible for reinstatement of sick leave hours under Personnel Policy 8-106 F.2.

e. Unclassified Employees

Using the conversion formula cited in Personnel Policy 8-106 H.4, a conversion of unused sick leave hours to annual leave upon termination is available to an unclassified employee upon request if his/her County position is eliminated due to the employee being transitioned to a non-county entity.

3. Compensatory Time

Accrued compensatory time shall be paid to terminating employees to a maximum of one hundred twenty (120) hours. Shift differential and assignment pay in effect at the time of termination shall be included in the calculation of payment for compensatory time. An employee who is detailed to a higher position at the time of termination shall be returned to his/her previous position as of the effective date of termination and shall be paid for accrued compensatory time at the rate of the previous position.