

# Jefferson County

## Employee Administrative Rules & Regulations

### Job Abandonment



**Rule Number:**

Date Established: 12/16/19

Date of Last Revision:

**1.0 PURPOSE**

Jefferson County Commission expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable, but no later than the employee's scheduled start time in accordance with the leave policy. Failure to follow call-in procedures as set out by job abandonment may result in disciplinary action up to termination. The employee's separation will not be in good standing and may affect the employee's opportunity for re-employment with Jefferson County Commission.

**2.0 RULE**

Jefferson County Commission employees who are absent five (5) consecutive days of work without approval or without notifying his or her immediate supervisor or department head will be considered to have abandoned his or her job. As such, employees must contact their supervisor, unless he or she is incapacitated or if extenuating circumstances exist such as serious ill health, serious accident or injury of significant nature or any significant event which is beyond the employee's control.

If the immediate supervisor is not available, then the employee should leave a message (i.e., voicemail, text or email) including a number where the employee can be reached, then continue to call or contact the supervisor or the department head until the employee is able to speak to someone directly and/or receive acknowledgement of their message(s).

If an employee is considered to have abandoned his or her job, then:

- The department head or immediate supervisor will notify the County Attorney's Office, the HR Director and the Chief Equity & Inclusion Officer immediately that such employee abandoned his or her job.
- The department's payroll coordinator or designee will process the required Personnel Action (PA) in Kronos to initiate the termination process.
- In the case of a possible medical situation, the department should refer to Administrative Order 07-2.
- The County Attorney's Office will notify the Equity & Inclusion Division (EID) that the employee was terminated.

- The HRIS Division will place the employee on inactive status in Kronos at the end of the employee's last workday and will notify the following:
  - *IT Department to deactivate computer, email and cell phone access (if applicable)*
  - *General Services Department to deactivate ID badge and key(s) access (if applicable)*
- A disciplinary hearing may *not* be extended in such cases of job abandonment, unless extenuating circumstances exist, as determined by the County Attorney's Office.
- The Chief Equity & Inclusion Officer will deem such employees as ineligible for rehire with Jefferson County Commission and provide the appropriate rehire code to the HRIS Division.