

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 27.1 through 27.6	Page 1 of 2
	SUPERSEDES: June 10, 2015	DATE ISSUED: January 11, 2022
SUBJECT: Separation from the County	AUTHORIZATION: Adopted by the Board of Supervisors January 11, 2022; to become effective January 11, 2022	

27.1 Separation by Resignation

An employee who desires to resign in good standing shall submit his/her written resignation to his/her supervisor or Department Director at least fourteen (14) calendar days prior to leaving, and must state the date the resignation shall become effective. Such resignation entitles the employee to payment of any benefits due. Failure to comply with this procedure may be considered cause for denying such employee future employment by the County.

27.2 Separation for Disability

An employee may be separated from the County when he/she can no longer perform the essential functions of the assigned position because of a physical or mental disability. The County may require an examination to be performed at its expense by a physician of its choice in order to document a disability.

Prior to separation, the County shall make every effort to reasonably accommodate the employee in his/her current capacity. These efforts may include, but are not limited to, job restructuring, revised work schedules, and improved physical access to facilities. The employee may also be reassigned to a vacant position, if available, for which he/she is qualified and able to perform the essential functions. Separation for a disability shall only occur if all reasonable efforts to accommodate the employee have been unsuccessful.

All grievances involving employee disabilities shall be handled on a case-by-case basis. The employee, supervisor, or Department Director should notify the County Administrator when there is a question regarding an employee's ability to perform the essential functions of the job because of a disability.

27.3 Separation by Retirement

Any employee who retires from the County under the definitions of the Virginia Retirement System, and with at least 5 years of full-time service to the County shall have the option of continuing health insurance coverage under the County group plan, until Medicare eligible, provided the retired employee pays the full premium. Premiums must be paid by the date established by the County Finance Department to assure prompt payment to the service provider. Retirement from County service shall also include disability retirement as

SUBJECT: Separation from the County	POLICY NUMBER: 27.1 through 27.6	DATE ISSUED: January 11, 2022	Page 2 of 2
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defined by the Virginia Retirement System. Once Medicare eligible, retirees shall no longer be eligible to participate in the County group health insurance plan. In the event a retiree terminates their health insurance, the retiree will not be eligible to participate in the plan at a later date.

Any retiree who opts out of health, dental or vision coverage at either their initial retirement date or during an open enrollment period are ineligible to re-enroll in the insurance that they dropped.

Changes in coverage are limited to the following events:

- A. Open enrollment – Each year, retirees participating in a county sponsored plan will be given the opportunity to change plans or coverage during an open enrollment period.
- B. Qualifying Family Status Change – Changes in coverage may also be made at any time, provided a qualifying family status change has occurred. Retirees are responsible for notifying HR of such changes within 30 days of the date of the family status change and providing appropriate documentation. Surviving spouses can cancel or decrease their level of coverage but cannot add new coverage or dependents. (Qualifying Family Status Changes are defined as marriage or divorce, death of spouse or child, birth or adoption of child, last eligible child no longer qualifies as dependent, loss or gain of spouse’s employment, change in employment status for retiree or spouse).
- C. Medicare Eligible – Retirees (and spouses of retirees who have county coverage) must notify HR at least 90 days prior to their date of eligibility to ensure that the appropriate forms are completed with SSA.

27.4 Separation at Death

Separation from the County shall be effective as of the date of death. All compensation and benefits due to the employee as of the effective date of separation shall be paid to the next of kin or the estate.

27.5 Separation at Dismissal

Employees separated from the County by dismissal must be notified in writing by the County.

27.6 Separation by Position Elimination

Employees whose positions have been eliminated by the County shall be notified in writing with as much advance notice as possible.