

Chapter 8 Employee Separation/Retirement

Section 1 Separation/Retirement Procedures

- A. Employees are encouraged to consult with the Employee Resources Department to discuss how their termination/retirement will impact their benefits.
- B. Employees shall provide the following written notice to their department head and/or supervisor:
 - 1. Exempt Employees: Minimum of twenty eight (28) calendar day written notice.
 - 2. Non-Exempt Employees: Minimum of fourteen (14) calendar day written notice.
- C. The department head and/or supervisor shall forward original written termination notice to the Employee Resources Department and complete the appropriate Employee Report form. Department managers are responsible for ensuring County property is returned and building and/or computer access is addressed.
- D. The above notice requirements may be waived with prior approval from the department head and Employee Resources Director.

Section 2 Leave Payouts: Employees who do not provide the required written notice prior to termination of employment will forfeit earned PTO, vacation and perfect attendance leave accrued. The above notice requirement may be waived by prior approval of the Employee Resources Director.

Non-exempt employees will be paid for their earned compensatory time.

NOTE: In order to receive your biweekly PTO accrual, an employee must be paid at least 50% of his/her standard hours per pay period.

A. Maximum Eligible PTO Payout:

Years of Continuous Service Completed	Maximum Eligible Payout
0 through 4	200
5 through 9	224
10 through 14	248
15 through 19	272
20 +	296

- B. Voluntary Separation (Excluding Retirement) & Layoff: Employees who leave the employment of the County in good standing and give required notice, shall receive payment for earned but unused PTO up to the maximum eligible payout based on their continuous years of service at current hourly rate on their last payroll. Vacation time and perfect attendance leave will be paid out at 12/31/12 hourly rate.
- C. Retirement: Employees who apply for Wisconsin Retirement Fund or who are forced to retire due to medical disability and give required notice shall receive payment for earned but unused PTO up to the maximum eligible payout based on their continuous years of service, vacation time and perfect attendance leave into the employee’s Post Employment Health Plan (PEHP) account. PTO will be paid out at the employee’s current hourly rate; however, vacation and perfect attendance leave will be paid out at 12/31/12 hourly rate. Marathon County must be able to verify WRS benefit prior to last day of work for above payouts.
- D. Dismissal: Employees dismissed for unsatisfactory performance will not receive payment for PTO, vacation and perfect attendance leave.
- E. Death: The County shall pay out the earned but unused PTO up to the maximum eligible payout based on their continuous years of at current hourly rate. Vacation time and perfect attendance leave shall be paid out at 12/31/12 rate of pay.

Section 3 Last Day Worked: The employee's last day of work will be the last day on the payroll. Employees will not be permitted to utilize PTO, vacation, compensatory time, personal time and/or perfect attendance leave and stay on the payroll after the last day at work. This policy is waived when an employee is on an approved medical leave and may be waived in personal emergency or crisis situations with prior approval of the Employee Resources Director.

Section 4 Sick Leave Conversation:

- A. Retirement: When an employee retires a maximum of fifty percent (50%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's 12/31/12 hourly rate, exclusive of shift differential) and deposited into the employee's Post Employment Health Plan (PEHP) account. In order to determine the employee's sick leave conversion benefit the following formula would apply: years of continued uninterrupted service in a benefit eligible position + age = credits (example: 20 years of continuous service + 55 = 75 credits)

For credits above 65 but below 75, deduct 5 percent from the standard conversion for each year short of 75.

Examples:

75 credits =	Standard 50 percent conversion of sick leave to dollar credits
74 credits =	45 percent conversion
73 credits =	40 percent conversion
72 credits =	35 percent conversion
71 credits =	30 percent conversion
70 credits =	25 percent conversion
69 credits =	20 percent conversion
68 credits =	15 percent conversion
67 credits =	10 percent conversion
66 credits =	5 percent conversion
65 credits =	0 percent conversion

In order to be eligible for the above-described benefit, the employee must meet all of the following conditions:

1. Be eligible and apply for Wisconsin Retirement Fund annuity at least 30 days before last day worked; and
 2. Provide the required notice as outlined in Section 1, Paragraph B.
- B. Forced to Retire Due to Medical Disability: If an employee is forced to retire due to medical disability, fifty percent (50%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's 12/31/12 hourly rate, exclusive of shift differential) and deposited into the employee's Post Employment Health Plan (PEHP) account.
- C. Death: If an employee dies, fifty percent (50%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's 12/31/12 hourly rate,

exclusive of shift differential) and deposited into the employee's Post Employment Health Plan (PEHP) account.

Section 5 Employment References: We will provide accurate and job-related information to prospective employers about current or former employees. The Employee Resources Department or the department the employee is/was assigned to may provide information to a prospective employer orally concerning an employee's length of service, job title and/or verification of salary.

Employees who terminate their employment may elect to sign a Reference Consent and Release Form. Current employees may be asked to sign the release form when a reference inquiry is received. By signing this form, the employee will acknowledge the County's right and intent to respond to employer inquiries. When a past or current employee has failed or refused to sign a Consent and Release Form, employment references will, in general, be restricted to position held, salary information, dates of employment, and employment status. We may advise the potential new employer that further information, beyond position held, salary information, date of employment and employment status, is being withheld because of the employee's failure or refusal to execute a release. We do, however, reserve the right to provide any other information that we deem appropriate.

Responses to inquiries beyond confirming position(s) held, salary information, dates of employment, and employment status can be made after an appropriate release is received. The employee's direct supervisor may respond orally or in writing if he/she is still employed by the County. If the direct supervisor is no longer employed by the County, the department head or another supervisor with first-hand knowledge of the work of the former employee may respond orally or in writing. The response shall be accurate, related to the employee's job and/or employment, and supported by documentation or personal knowledge. If a written response is provided, it shall be reviewed and approved by the department head. A copy of the written response shall remain on file with the responding department.

The Employee Resources Director shall be consulted for any oral or written reference responses for those former employees who were terminated for misconduct, received a severance agreement, or resigned under the threat of involuntary termination involving some form of job performance issues before responding to the prospective employer.

We expect all employees to act in good faith and provide accurate information without malice when responding to a reference inquiry.

Section 6

Revised 4/2/2020

Layoff, Furlough, or Reduction in Hours: Department heads should consult with the Employee Resources Director prior to any decision regarding the layoff, furlough, or reduction in hours of a regular full or part-time County employee. In the event of a layoff, furlough or reduction in hours caused by budget limitations or program changes, layoffs will be determined by the department head on the basis of ability, skill, job performance, and experience.

Appendix A

Revised 3/28/19

Marathon County Reference Consent And Release Form

We will provide accurate and job-related information to prospective employers about current or former employees. The Employee Resources Department or the department the employee is/was assigned to may provide information to a prospective employer orally concerning an employee's length of service, job title and/or verification of salary.

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Based upon the above policy and your personal preference, please review the following and sign on the signature line if you want Marathon County to respond to reference inquiries with information beyond confirming position(s) held, dates of employment and salary.



I authorize Marathon County to provide any information relating to my employment with the County in response to inquiries from potential employers. Such information may include, but is not limited to, dates of employment, job duties, position(s) held, job qualifications, salary information, education, character, work habits, and my reason for leaving County employment. By signing this Reference Consent and Release Form, I also release and discharge Marathon County, its officers, employees, and agents, from any and all liability, for any and all damages, which may arise as a result of the release or exchange of this information to potential employers.

Signature / Typed Name Will Be Considered As Your Signature	
Print Name	
Date	
Department	

Return To: *Marathon County Employee Resources Department, 500 Forest St, Wausau WI 54403*
erd@co.marathon.wi.us