

**Subject: HRD- Employee Terminations**

**FY 2019 Proposed Budget  
Budget Work Session Follow-up**

**4/2/2018**

The following information is provided in response to a request made by John Vihstadt via email on 3/19/2018, regarding the following question:

**EMPLOYEE TERMINATIONS:** How is the County doing in terms of either terminating employees with unsatisfactory reviews, or getting such employees the counseling and assistance they need to be fully productive employees?

—Does this answer vary by Department? If so, why?

—How many employees were terminated for cause in calendar year 2017 or fiscal year 2017 (whichever year is most readily available)? Break down the causes.

\*\*\*\*\*

Prior to receiving an unsatisfactory performance review an employee must be given counseling, support, and if needed, additional training. If the employee is unable to improve their performance in order to meet the expectations of their position they are terminated or, in some instances, the employee resigns or retires.

The overall process is the same for each department; however, the type and manner of counseling, support, and training may be different based on the needs of the employee and the department.

In FY 2017 there were 17 terminations, the cause for those terminations is listed below.

<b>Reason for Termination</b>	<b>Probationary Employee</b>	<b>Non-Probationary Employee</b>	<b>Total</b>
Loss of Job Qualifications	2	1	<b>3</b>
Absent Without Leave (AWOL)		1	<b>1</b>
Performance	12	1	<b>13</b>
<b>Total</b>	<b>14</b>	<b>3</b>	<b>17</b>