

Jefferson County

Employee Administrative Rules & Regulations



Job Abandonment

Rule Number: 5.1.30
Date Established: 12/16/19
Date of Last Revision: 11/13/2024

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 their supervisor as soon as practicable, but no later than the start of the employee's scheduled work shift, and in accordance with department-specific time and Attendance requirements. Failure to follow call-in procedures will result in unexcused absences, which may result in disciplinary action up to and including termination.

If an employee fails to report an ongoing absence for 5 (five) consecutive days, they will be considered to have abandoned their employment with the Jefferson County Commission and will be terminated in accordance with the Job Abandonment Rule.

Any employee who is terminated as a result of Job Abandonment will not be considered in good standing, which may affect the employee's opportunity for re-employment with Jefferson County Commission.

2.0 RULE

All employees are required to provide advance notification of an absence in accordance with the applicable requirements of the Jefferson County Commission, whether the absence is approved or unapproved. Employees failing to provide appropriate notice are subject to disciplinary action.

If the employee is unable to notify their department representative as required, the employee may ask a designee to do so on the employee's behalf. If the employee or a representative is unable to contact their department due to extreme circumstances (such as a medical emergency), the employee or the employee's representative must contact the department representative as soon as possible to explain the situation. The Appointing Authority will consider the explanation and timing of extreme mitigating circumstances in determining if Job Abandonment will be upheld.

If an employee has attempted to call out and is unable to contact their department representative, they should leave a message (e.g., voicemail or text) and follow up with an email to their representative and the Division payroll coordinator. The message should include a number where the employee or their designee can be reached. The employee should then continue to call or contact the supervisor or the designee until they receive a response or are able to speak to someone directly and/or receive acknowledgment of their message(s). Supervisors and managers have a responsibility to reply to

employees in a timely manner. Employees must be able to provide documentation of attempts to contact their supervisor if a claim of mitigating circumstances is made to the Appointing Authority in appealing a determination of Job Abandonment.

PROCESSING JOB ABANDONMENT

Once a Department has determined that an employee has abandoned their job, the Department shall proceed with terminating the employee for Job Abandonment as follows:

- Prior to initiating a request for Job Abandonment, the department payroll coordinator will confirm with HR Benefits that the employee does not have an active, pending request for protected leave (FMLA, EML, etc.). If a request has been denied, this information will be provided to the County Attorney's Office prior to initiating the Personnel Action (PA).
- The Department will prepare an email notification to the County Attorney's Office, the Chief Human Resource Officer, the Chief Compliance Officer, and the County Manager's Office (Deputy County Managers) that the employee has abandoned his or her job. This notice should occur as soon as practicable and no later than noon of the sixth consecutive day of unreported absence. The notice template is included in Attachment A of this Rule.
- The County Attorney's Office will notify the Compliance Office and the County Manager's Office that the employee was terminated.
- The County Manager's Office will prepare the Notice of Job Abandonment to be sent to the employee at the last known address on file. Confirmation will be provided to the Department, County Attorney's Office, Compliance, and HR.
- The Department will ensure that the effective date of the Notice of Job Abandonment and the PA effective date is the same and will attach the notice to the PA in the UKG system. The department's payroll coordinator or designee will process the required PA in UKG Ready to initiate the termination process. The HRIS Division will place the employee on inactive status in UKG Ready 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 cases of job abandonment unless extenuating circumstances exist, as determined by the County Attorney's Office.
- The Chief Compliance Officer will determine whether the employee is eligible for rehire with the Jefferson County Commission and provide the appropriate code to the HRIS Division.