

Termination of Employment

Human Resources Policy- #128

Policy:

The employment relationship between an employee and Davidson County is "at will" and, therefore, the County may terminate the employment relationship at any time with or without cause and the employee retains the same right.

Employment with Davidson County may be ended due to a voluntary resignation, involuntary termination, retirement or a reduction in the workforce. All exiting employees will be afforded an opportunity for an exit interview with Human Resources. All employees who are voluntarily resigning should submit a letter of resignation to their supervisor.

Upon termination, employees are required to return all county property. If county property is not returned at the time of termination, the county reserves the right to take appropriate legal action.

The following is not meant to be an all-inclusive list, but a sample of reasons that an employee may be immediately terminated:

1. Theft, inappropriate removal or possession of County or citizen owned property.
2. Falsification of timekeeping records or other work-related reports that an employee is responsible for completing.
3. Working under the influence of alcohol or illegal drugs.
4. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty, while operating an employer owned vehicle or equipment. This extends to personal vehicles if used for County business.
5. Fighting or threatening violence in the workplace.
6. Negligent or improper conduct.

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7. Insubordination.
8. Violation of safety or health rules.
9. Sexual or other unlawful or unwelcome harassment.
10. Possession of dangerous or unauthorized materials, such as explosives in the workplace.
11. Excessive absenteeism or any absence without notice.
12. Policy violation.
13. Unsatisfactory job performance or conduct for which no reasonable person should expect to receive a prior verbal or written warning.
14. Intentional or unintentional damage to company property.
15. Violation of Federal, State or Local Government Laws.

Department Directors that want to terminate an employee must consult with the Director of Human Resources prior to taking any action. All terminations must be approved by the Director of Human Resources. The Director of Human Resources will consult with the County Manager.

Scope:

This policy applies to all employees that are not covered under OSHR. Employees of the Sheriff's Office and the Register of Deeds Office are subject to this policy as determined by the Sheriff and the Register.

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Procedure:

See HRP-129, "Corrective/Disciplinary Action," as applicable.

Document Change Record

Revision	Description
8-13-2024	Revised Policy