



Aitkin
County

Board of County Commissioners Agenda Request

5B
 Agenda Item #

Requested Meeting Date: 9/22/2020

Title of Item: Personnel Committee Recommendations, Continued

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR Department
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 10-15 mins
Summary of Issue: The Personnel Committee met on 8/11/2020 and unanimously recommends the following: 3. Adopt job abandonment policy (new). Add to Personnel Policy, Section K. Termination of Employment, Job abandonment: Aitkin County 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 his or her supervisor as soon as practicable but no later than the employee's scheduled start time in accordance with the sick leave policy. Employees who fail to report to work for three consecutive business days without notifying their supervisor, department head, or HR of the absence will be considered as having voluntarily resigned as a result of job abandonment. If the employee is unable to make contact for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the employer due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the employer within three days), the employee or his or her representative must contact the employer as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.		
Alternatives, Options, Effects on Others/Comments: File note (not policy): No federal or state laws specify the number of days; however, 3 full business days is a common measure and provides employers with enough time to investigate the absence.		
Recommended Action/Motion: Motion to adopt the job abandonment policy as proposed.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.