

- Reduction in force
- Abandonment of position
- Death or disability

RESIGNATION

Employees are encouraged to provide notice; however, notice is not required.

TERMINATION

The County may terminate employment at any time, with or without cause, consistent with law.

REDUCTION IN FORCE

Reductions may occur due to budgetary, organizational, or operational needs.

ABANDONMENT

Failure to report to work or notify a supervisor for (3) three business days may be treated as voluntary resignation.

Personnel Files

Personnel files are maintained by the County.

Access is limited in accordance with Georgia public records law and County policy.

Employees may review their personnel file upon request.

It is vital that personnel records contain accurate and up-to-date information about every employee. Any change in marital status, number of children or other dependents in the immediate family must be reported to the office manager. This information affects the amount of an employee's payroll deduction for federal withholding tax, insurance premiums and benefits. Any change in address or telephone should also be reported.

An employee's personnel record is kept confidential, to the maximum extent protected by law. Information which is obtained in the course of official duties shall not be released by an employee charged with this responsibility as part of official duties except as required by the Georgia Open Records Act.