

Salt Lake County Human Resources Policy 3-1200: Administrative Separations

Purpose

This policy creates a process for non-disciplinary separations of employment.

I. Policy

It is the policy of Salt Lake County to provide employees subject to an Administrative Separation an opportunity to respond before a final decision is made. Employees may appeal the final decision to the Human Resources Director.

II. Procedures

- A. An Administrative Separation may be used by an agency for a non-disciplinary separation of employment for reasons including, but not limited to, exhaustion of leave, approval for Long Term Disability, failure to meet or maintain the position's minimum qualifications, reduction-in-force, or inability to perform the essential functions of the position with or without a reasonable accommodation.
- B. Agencies shall provide the employee with a notice of intent of an Administrative Separation seven (7) calendar days prior to the effective date of the Administrative Separation.
 1. The written notice shall provide the employee with the factual basis of the intent to separate employment and an opportunity to respond in writing or in person prior to the Administrative Separation.
 2. The Administrator may place the employee on paid administrative leave between the date of the notice of intent and the proposed effective date.
 3. If the employee does not respond to the notice of intent of an Administrative Separation, the employee's employment shall be separated on the effective date of the Administrative Separation.
- C. If the employee responds to the notice of intent of an Administrative Separation in writing, the Division Director shall issue a written decision within a reasonable period of time and prior to the Administrative Separation.
- D. If the employee requests a hearing on the notice of intent of an Administrative Separation, an appeal hearing shall be held with the Division Director or Administrator prior to the Administrative Separation.
 1. At the employee's expense, the employee may seek counsel, advice, or representation from an employee organization, personal attorney, or personal representative; and
 2. Present evidence but not call witnesses.
 3. The Division Director or Administrator shall issue a written decision within a reasonable period of time and prior to the Administrative Separation.
- E. Following the effective date of an Administrative Separation, an employee may appeal the Administrative Separation with seven (7) calendar days to the Human Resources Director or designee.
 1. The appeal shall be heard within seven (7) calendar days for receipt of the written appeal.
 2. The employee has the burden to show the final decision was clearly erroneous. This means the final decision was not supported by substantial or competent evidence.
 3. At the employee's expense, the employee may seek counsel, advice, or representation from an employee organization, personal attorney, or personal representative; and
 4. Present evidence but not call witnesses.

Salt Lake County Human Resources Policy 3-1200: Administrative Separations

- 5. Within seven (7) calendar days of the hearing, the Human Resources Director or designee shall issue a written decision.
- F. The parties may waive or extend any of the time limits by written agreement.
- G. Administrative Separations are not terminations (dismissals) and are not appealable to the Career Service Council.

III. References

- A. County Personnel Management Act, Utah Code Ann. § 17-33-1 *et seq.*
- B. Human Resources Policy:
 - 1. 1-200, General Definitions
 - 2. 3-200, Reasonable Accommodations
 - 3. 4-200, Leave Practices
 - 4. 4-600, FMLA
 - 5. 4-1000, Long Term Disability

APPROVED and ADOPTED this 9th day of December, 2025.

SALT LAKE COUNTY COUNCIL

By


Dea Theodore, Chair

ATTEST:



Lannie Chapman, County Clerk

Nikila Venugopal, Chief Deputy

Voting:

Council Member Harrison
Council Member Johnson
Council Member Moreno
Council Member Pinkney
Council Member Romero
Council Member Stewart
Council Member Stringham
Council Member Theodore
Council Member Winder Newton

"Aye"
"Aye"
"Aye"
"Aye"
"Aye"
"Aye"
"Aye"
"Aye"
"Aye"

Zachary Lancaster

Digitally signed by Zachary
Lancaster
Date: 2025.11.19 10:08:57 -0700