



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Demotion/Suspension/Dismissal

Revised Date: December 16, 2013

#### I. Demotion/Suspension/Dismissal

An employee may be demoted, suspended, or dismissed from the County without prior notice for just cause, including, but not limited to: insubordination; offensive conduct; conviction of a felony; conviction of a misdemeanor involving moral turpitude; guilty plea to a felony; guilty plea to a misdemeanor involving moral turpitude; failure to report for work; gross or repeated neglect of duty; intentional, reckless or negligent damage to, destruction of or theft of county-owned property; or other conduct inconsistent with the interests of the County.

- A. Should an employee who is not on authorized leave fail to report to work for three (3) consecutive work days, the employee will be deemed to have resigned and be removed from the payroll. Records will be coded "Resigned-No Notice Given".
- B. Any employee who is the subject of a personnel action shall be furnished a written notice of the personnel action at the time of the personnel action or the earliest possible time after such date. Such notice shall specify the cause for the personnel action, and a copy will be filed with the Human Resources Department.
- C. Only the Elected Official/Department Head has the authority to dismiss an employee, unless the Elected Official/Department Head has previously given the employee's supervisor dismissal authority in writing.
- D. Employees who are being dismissed may request a post-dismissal conference with their Elected Official/Department Head to review the reasons for dismissal. The request must be made by the employee no later than the effective date of the dismissal. Post-dismissal conferences shall be held within five (5) working days of the employee's request. If the Elected Official/Department Head rescinds the action based on additional information provided by the employee, the dismissal will be null and void. If, however, the Elected Official/Department Head does not rescind the dismissal, the request for a post-dismissal conference does not alter the employee's dismissal date.