

**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE XIV**

Title: **SEPARATION FROM COUNTY SERVICE**

**I. PURPOSE AND SCOPE**

To implement the Separation From County Service Policy.

**II. DEFINITIONS AND REFERENCES**

Merit System Policy XIV, Separation From County Service Policy

**III. LAYOFFS**

- A. In the event the appointing authority determines an individual is an essential employee, but said individual has a past employee performance which would make him subject for layoff within this class, the appointing authority must submit a written request to the Office of Human Resources Director in order to retain such individual. Such request shall contain a description of the specific skills, knowledges and abilities possessed by the employee and why the individual is an essential employee. Such request must be approved by the County Manager prior to the date another individual in the same class with a better past employee performance is separated from County service as a result of layoff.
- B. Employees shall be laid off without prejudice as layoff is not considered a disciplinary action.

**IV. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 08/01/96