

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Resignation of Accounting Supervisor

Department	County Clerk	Presented By:	Victor V. Vlasak
Date of Meeting:	September 1, 2020	Action Needed:	Accept Resignation
Disclosure:	Open or Closed Session	Authority:	Employee Handbook – Page 24
Date submitted:	August 19, 2020	Referred by:	

Recommendation and/or action language:)

Take action to accept the written notice of resignation.

Background: Handbook of Personnel Policies and Work Rules of Richland County – Section entitled “Hiring and Employment Considerations – 7. The supervising committee for the department in which the employee works shall take action to accept the written notice of resignation or retirement.

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	No financial impact		

Approval:

Victor V. Vlasak, Richland County Clerk

Department Head
