

MODEL LETTER FOR USE IN EMPLOYMENT TERMINATION SITUATIONS AFTER THE "MODEL LETTER TO ASSURE DUE PROCESS IN PROPOSED EMPLOYMENT DISCIPLINE SITUATIONS" HAS BEEN USED

CERTIFIED LETTER - RETURN RECEIPT REQUESTED

Dear Mr. _____,

The investigation of the matters discussed in my certified letter to you dated _____ has now been completed.

The purpose of this letter is to inform you that your employment with _____ County is terminated "for cause" effective _____. (Specify reasons for termination--Use the reasons contained in the due process letter)

Arrangements have been made for you to receive all your wages, unpaid leave and personal property. Please contact me regarding the return of County property and payment of wages and return of your personal property.

I am enclosing a copy of _____ County's Complaint Resolution Procedure for your use in the event you wish to contest this disciplinary action.

Sincerely,

Department Head

You should have your County Attorney review Mysse v. Rosebud County, 53 St. Rep.1139 and Eadus v. Wheatland Co. Memorial Hospital 53 St. Rep. 1122. Wages for employees terminated "for cause" are due and payable immediately upon separation. For rules concerning termination of a deputy sheriff, see Sections 7-32-2107, 7-32-2108, and 7-32-2109, MCA. Also see Smith v. Roosevelt Co., 242 Mt.27 in which the Mt. Supreme Ct. said that a violation of department policy could be "gross inefficiency in the performance of official duties" pursuant to Section 7-32-2107, MCA.

MACo/JPIA

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