**TEXAS ASSOCIATION OF COUNTIES**
**NOTICE OF EMPLOYEE SEPARATION**

URGENT

Send Immediately Upon Separation
along with documentation (if any)
to Bee County Human Resources Department:
FAX: (361) 492-5986
adriana.casarez@co.bee.tx.us
coleen.borrego@co.bee.tx.us

**The following employee was separated TODAY:**

NAME

SOCIAL SECURITY NUMBER

JOB TITLE

**To be filled out by Payroll Assistant:**

First day worked: Starting Rate of Pay:

**Wages Reported to State Of: TEXAS** Last day worked: Ending Rate of Pay:

**REASON FOR SEPARATION**
**(Check one and explain under remarks)**

**01-Lack of work**
- 0100 No other information
- 0101 Reduction in force
- 0102 Job eliminated
- 0103 Reorganization
- 0104 Completed Assignment: did not call avail.
- 0105 Completed Assignment: called in avail.
- 0106 End of temporary employment.
- 0107 End of seasonal employment
- 0108 Project completed
- 0109 Casual
- 0111 Partially unemployed-reduced hours
- 0113 On call
- 0116 Temporary
- 0120 Plant closed

**02-Not Separated**
- 0200 Not separated
- 0204 Disciplinary layoff
- 0211 Change in other employment
- 0214 Inclement weather

**03- Quit**
- 0300 Reason unknown
- 0301 Abandoned job
- 0302 Walked off job
- 0303 Did not return from leave
- 0304 Did not return from layoff
- 0305 Personal-not job related
- 0306 School
- 0307 Marriage
- 0308 Relocate
- 0309 Family obligations
- 0310 Unable to obtain baby-sitter
- 0311 Transportation
- 0314 Continued Employment: New Owner
- 0315 Accept another job
- 0316 Go into own business
- 0320 Illness
- 0321 Maternity
- 0326 Enter military
- 0330 Dissatisfaction - work hours
- 0331 Dissatisfaction - salary
- 0332 Dissatisfaction-working conditions
- 0333 Dissatisfaction- performance review
- 0334 Dissatisfaction-supervisor
- 0335 Dissatisfacton-company policies
- 0350 In Lieu of Discharge (Protest)
- 0351 In Lieu of Discharge (No Protest)

**04 - Discharge**
- 0400 No other information
- 0401 Insubordination
- 0402 Violation of safety rules
- 0403 Reported under influence alcohol
- 0404 Reported under influence drugs
- 0405 Reported under influence drugs
- 0410 Destruction of Co. property-willful
- 0411 Destruction of Co. property-carelessness
- 0412 Fighting on company Co. property
- 0413 Leaving work station
- 0415 Falsification of emp. application
- 0416 Dishonesty-falsified Co. records
- 0417 Dishonesty-unauthorized removal of company property
- 0418 Dishonesty-monetary theft
- 0419 Dishonesty-other
- 0425 Absenteeism-unreported
- 0426 Absenteeism-excessive and/or unauthorized
- 0428 Tardiness-frequent
- 0431 Failed to maintain union status Excessive garnishments
- 0436 Quality of work
- 0437 Quantity of work
- 0438 Poor performance
- 0438 Probationary-not qualified for job
- 0440 Poor judgement-no misconduct
- 0441 Lack of technical knowledge
- 0451 Inability to work-illness
- 0452 Failure to pass physical

**07-Leave of Absence**
- 0700 No other information
- 0701 Illness
- 0702 Maternity
- 0705 Injury-work connected
- 0706 Injury-not work connected
- 0710 Military
- 0711 Family Obligations
- 0712 Persona;
- 0713 School
- 0714 Other

**05-Vacation**
- 0500 No other information
- 0501 Scheduled vacation with pay
- 0502 Shutdown for vacation
- 0503 Shutdown for vacation, eligible for vacation pay
- 0504 Shutdown for vacation, eligible for partial vacation pay

**08-Retirment**
- 0800 No other information
- 0801 Voluntary - with pension (contributory)
- 0802 Voluntary - with pension (non-contributory)
- 0803 Voluntary - without pension
- 0806 Contractual - with pension (contributory)
- 0807 Contractual-with pension (non-contributory)
- 0808 Contractual-without pension
- 0811 Involuntary-without pension (contributory)
- 0812 Involuntary-with pension (non-contributory)
- 0813 Involuntary-without pension
- 0816 Disability-job related
- 0817 Disability-not job related

**06- Labor Dispute**
- 0600 No other information
- 0601 Member of striking union
- 0602 Refused to cross picket line
- 0603 Strike-other union
- 0604 Company lockout
- 0605 Unsanctioned strike

**90-Miscellaneous**
- 9000 No information whatsoever
- 9001 Refusal to work
- 9002 Change of Status
- 9003 Transfer to new location
- 9099 Death

REMARKS

**To be filled out by Payroll Assistant:**

RENUMERATION PAID AFTER SEPARATION
Vacation Pay $
Allocated
Severance Pay $
Allocated

Pension $ Unknown
Financed Wholly by Employer _____
In Part by Employer __X___

COMPANY NAME: Bee County
ADDRESS: 105 W. Corpus Christi St.
CITY, STATE, ZIP: Beeville, TX 78102
SUBMITTED BY: HR Department
DATE OF SUBMISSION: