



Human Resources Policies and Procedures

Policy Title: Separation of Employment	Policy Number: 3.13
Effective: September 13, 2010	
Supersedes: Separation of Employment Policy effective October 1, 2007, October 30, 2005; 1988 Rules and Regulations #31 p.34-36 APR #403 Employee Dismissal Procedures	
Approval:	Page 1 of 4

1.0 Scope

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full-time
<input checked="" type="checkbox"/> Part-time
<input checked="" type="checkbox"/> Temporary/Contract | <input checked="" type="checkbox"/> Salaried
<input checked="" type="checkbox"/> Union
<input type="checkbox"/> Independent Contractors |
|--|---|

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

This policy is designed to state the City’s policy for terminating employment relationships with the City.

3.0 Policy

- 3.1** Separation of employment may result from resignation/retirement, completion of a time-limited appointment, non-renewal of an employment contract, death or discharge. This policy does not address separations due to reductions in work force.

DISCLAIMER

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- 3.2** Approved applications for retirement or letters of resignation are considered binding and final. If an employee later desires to rescind their retirement application or resignation letter and continue their employment with the City:
- A. They must send a written request to rescind their retirement application or resignation letter to their Service Area Administrator and the Director, Human Resources and Labor Relations.
 - B. Management retains the right to make the final decision to approve the request.

4.0 Responsibility

The interpretation, administration and monitoring for compliance of this policy shall be the responsibility of Human Resources Services and management.

5.0 Definitions

- 5.1** Voluntary Separation occurs when the employee initiates the separation. The following are examples of voluntary separations:
- A. Written or oral resignation.
 - B. Unauthorized absence from work for three (3) consecutive working days without notifying the supervisor.
 - C. Retirement.
- 5.2** Involuntary Separation occurs when the employee does not initiate the separation.

6.0 Procedures

6.1 Separation Process

- A. Employee notifies Manager and Human Resources Service Partner of resignation or retirement. The resignation and official last day of employment must be confirmed in writing.

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- B. Human Resources Services will:
 - 1. Schedule an exit meeting with the employee.
 - 2. Complete a Separation Checklist
 - 3. Separate the employee through the Human Resources Management System (HRMS).
 - 4. Communicate the separation to Security, I.T., Payroll and Benefits.
 - 5. Collect City property, such as ID Badges, Parking access cards, Go Passes, etc.

- C. The Employee's Manager will:
 - 1. Submit supervisory files, including employee performance appraisals and performance documentation to Human Resources Services.
 - 2. Collect City property such as phone, laptop and unit keys.

- D. The exit meeting will take place on the employee's last day.

6.2 Involuntary Separation Process

Management must consult with Human Resources Services *prior* to any involuntary separations of employment.

- A. Human Resources will:
 - 1. Schedule an exit meeting with the employee and their manager to notify him or her of the termination.
 - 2. Complete a Separation Checklist.
 - 3. Separate the employee through the Human Resources Management System (HRMS).
 - 4. Communicate the separation to Security, I.T., Payroll and Benefits.

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5. Collect City property such as ID badges, Parking access cards, Go Passes, etc.
- B. The Employee's manager will:
1. Attend the exit meeting with the employee and Human Resources Services.
 2. Submit supervisory files, including employee performance appraisals and performance documentation to Human Resources Services.
 3. Collect City property such as phone, laptop and unit keys.

7.0 Payment of Paid Time off

For eligible employees, payment of all existing paid time off accruals, in accordance with City policies and Collective Bargaining Agreements (CBA,) is either included in the employee's last paycheck or a separate check following separation. Any payment due to a deceased employee will be paid to the surviving spouse or designated beneficiary. If there is no surviving spouse or designated beneficiary, then the payment will be made to the employee's estate.

8.0 Benefits

- A. Within 14 days, Human Resources Services will mail to the employee a Post-Employment Information Packet consisting of the following or similar information:
1. COBRA Letter.
 2. Insurance Conversion Letter.
 3. Withdrawal Information for 457 Deferred Compensation.

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