



# Human Resources Department

## Employment Separation Guidance

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EFFECTIVE DATE: October 1, 2007 (Revised June 26, 2008)

### **Purpose of Policy**

This policy provides general guidance for employees who are leaving employment with the City.

This policy is not intended to usurp any rights afforded to employees under the City Code or any collective bargaining agreement.

### **PROCESS**

#### **Employee Clearance Checklist**

Department Heads/Managers or their designees will be responsible for completing the Employee Clearance Checklist for employees of their Department. The City Manager or their designee will be responsible for completing the Employee Clearance Checklist for Department Heads/Managers.

#### **Return of City equipment and repayment of debts**

Employees must return all City equipment in good condition and repay all outstanding debts owed to the City. The cost of repairing or replacing lost or damaged City property will be deducted from the employee's final paycheck. The City will take legal action when necessary to ensure that all City property is returned and all debts are satisfied.

#### **Resignation – Voluntary separation from City employment**

Employees shall submit a written resignation to their department head at least two weeks before the effective date of resignation. *Department heads shall submit a written resignation to the City Manager at least 60 days before the effective date of resignation or as required by any existing employment contract.*

All employees must complete the attached [Exit Interview Form](#) and submit it to Human Resources seven (7) working days prior to last day of employment with the City and must cooperate in the completion of the Employee Clearance Checklist. An employee's failure to complete and submit the Exit Interview Form or cooperate in the completion of the Employee Clearance Checklist constitutes a violation of City policy that may impact the employee's standing at the time of the termination of his or her employment and may render the employee ineligible for future employment with the City.

Department Heads/Managers will forward a Personnel Action form (PAF) and resignation letter to the Human Resources Department.

#### **Termination – Involuntary Separation from City Employment**

Department Heads/Managers will forward a PAF and appropriate documentation supporting termination to the Human Resources Department. Procedures for termination should adhere to the City Code or appropriate collective bargaining agreement.

Where City policies or collective bargaining agreement are unclear on implementation, rights will be resolved by the City Manager or their designee.