

SEPARATION POLICY

Purpose: To provide guidelines for employees regarding separation from employment.

Policy: An employee is considered to have resigned in "good standing" if he/she provides written notice within at least fourteen calendar days of his/her separation date. Failure to give fourteen calendar days' written notice may be cause for denial of consideration for re-employment, and the employee may be deemed to have resigned 'not in good standing.' (Section 2-14-370, Personnel Merit System). Unauthorized absences from work for a period of three or more days may be considered a voluntary resignation.

Procedure: To resign from City and County employment, the employee should give his/her immediate supervisor a written notice of resignation stating the last day he/she will actually work and the reasons for his/her resignation. A form for this purpose is available from the departmental administrative technician or in the Human Resources Department.

The employee must return any City and County uniforms, purchasing card, keys, equipment, and other City and County property to his/her immediate supervisor.

The employee's effective date of separation from employment shall be the last day he/she will be actively at work while in attendance at his/her workstation. This date may not be extended to include accrued leaves (See "Leave Policy" in this manual for information on final payment of accrued leaves upon separation.).

The separated employee must be sure to keep the Human Resources Department informed of his/her forwarding address so his/her W-2 form (for income tax purposes) can be sent to him/her in January of the next year. It is also important to advise the Human Resources Department of any subsequent address changes should the employee have vested balances in any of the City and County's retirement programs.

Exit Interview: Prior to separation from City and County employment, the employee will be required to complete an exit interview with the Human Resources Department. The following items will be discussed at this interview:

The final personnel action form
The reasons surrounding the separation from City and County employment
Feedback on working conditions and the employee's impressions of City and County employment
What happens to the employee's insurances, pension programs, and leave balances
How the final paycheck will be calculated and distributed.