



## Separation from Service

- I. An employee shall be separated from the City and shall be considered terminated for all purposes if:
  - A. The employee resigns. Resignation is the separation of an employee from the City service through the submittal of a notice that he/she intends to resign. Any employee wishing to leave the City service in good standing is encouraged to notify his/her immediate supervisor in writing at least two (2) weeks before leaving.
  - B. The employee is discharged.
  - C. The employee is absent without leave for three (3) consecutive work days without notifying his supervisor or the Human Resources Department. Such absence shall constitute a voluntary resignation. Any extenuating circumstances will receive fair consideration by the Human Resources Director.
  - D. The employee is laid-off.
  - E. The employee voluntarily retires or is automatically retired under the terms of the retirement plan.
  - F. The employee is disabled as described herein. Particularly, an employee may be separated for disability when he/she cannot perform the essential functions of their position, with or without accommodation, due to a physical or mental impairment, which must be supported by medical evidence, in accordance with applicable federal, state or local law. The City may, at any time, consistent with City Code of Ordinances, require an employee to be examined by a physician of its choice for the purpose of determining his/her ability to perform the essential functions of his/her position.

G. The employee dies. Separation shall be effective as of the date of death. All compensation due to the employee as of the effective date of separation shall be paid to the beneficiary, surviving spouse or to the estate of the employee as determined by law and by executed forms retained by the City

II. Exit Interviews:

The purpose and intent of the Exit Interview is to provide management with information as to the reason(s) why an employee left his/her job. Each employee who resigns from the City shall be invited to participate in an Exit Interview administered by the Human Resources Department. The completed Exit Interview will remain with the Human Resources Department, and a periodic summary will be sent to the department and Charter Officers to be utilized as a management tool. The Equal Opportunity Director will review all exit interviews which indicate discrimination, retaliation, hostile work environment and other conduct as outlined in the Equal Opportunity policies.

III. City Property:

At the time of separation and prior to receiving final monies due, all records, identification cards, assets, uniforms, keys, tools and other items of City property in the employee's custody shall be transferred to the appropriate department and certification to this effect shall be by the department supervisor completing the "Employee Separation Checklist". Any monies due the City because of any shortages shall be collected through appropriate action.

Adopted: 11/05/15

Revised: 04/20/17