



Legislation Details (With Text)

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**Title:** Human Resources Policy E-6: Separation From Service (B)

This is a request for the City Commission to amend Human Resources Policy E-6: Separation From Service.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 160934A\_E-6 Separation from Service Strikethrough\_20170420.pdf, 2. 160934B\_E-6 Separation from Service Clean\_20170420.pdf

Date	Ver.	Action By	Action	Result
4/20/2017	1	City Commission	Approved as Recommended	

**Human Resources Policy E-6: Separation From Service (B)**

**This is a request for the City Commission to amend Human Resources Policy E-6: Separation From Service.**

Human Resources Policy E-6: Separation From Service includes language governing Exit Interviews. This language provides that employees “shall be requested to participate in an Exit Interview at the Office of Equal Opportunity.” This provision predates the establishment of the Equal Opportunity Director as a Charter Officer. In fact, that version of the provision has been in place since January 9, 1984, when, organizationally, the Office of Equal Opportunity was an arm of the Human Resources Department.

There are a variety of reasons for leaving employment with the City, including continuing education, relocation, family obligations, health considerations, workplace concerns, etc. The Equal Opportunity Director, in consultation with the Human Resources Director, believes administration of exit interviews is a Human Resources function. Going forward, the Equal Opportunity Director would continue to review exit interviews that indicate discrimination, harassment, inappropriate conduct and other areas outlined in the City’s Equal Opportunity policies.

This proposed change was reviewed by all Charter Officers and senior leadership at a recent Charter Officer meeting. All Charter Officers support this change and recommend approval by the City Commission.

There is no fiscal impact.

The City Commission approve amendments to Human Resources Policy E-6: Separation From Service.