



SUBJECT: Resignations	EFFECTIVE: January 2008 REVIEWED: May 2011 REVISED: May 2023
CATEGORY: 200 (Personnel) POLICY NUMBER: 200.47	CROSS REFERENCE: Benefits 200.03

Purpose

To provide uniform guidelines for handling resignations.

Scope

All employees.

Policy

The city encourages all employees to seek career advancement opportunities within the City of Milwaukie and with other agencies, given the small size and limited opportunities within the city. Any employee may resign from service by presenting a resignation in writing to their supervisor at least two weeks prior to their departure date unless a different notice period is agreed upon. "At will" employees must give the City Manager notice as outlined in their employment agreement.

Guidelines for Use

The supervising manager must promptly forward the resignation notice to the Human Resources Department.

Failure to submit a timely written resignation or notice of intent to retire may exclude the individual from future employment opportunities with the city.

At the discretion of the Department Director, and with the approval of the City Manager, an employee may be permitted to withdraw the resignation/retirement request at any time up to and including the last day of employment, provided the position has not already been filled.

Responsibilities

Employees:

- Provide timely written notices of resignation as outlined above.
- Return all city property and Identification badges on the last day of employment.

Supervisors:

- Ensure all city property is returned by the employee on or before the effective date of resignation/retirement.,
- Immediately forward letters of resignation to Human Resources.

Human Resources:

- Process the necessary paperwork required when an employee resigns.

Payroll:

- Process and make available a final paycheck by the last day of employment if the employee gave at least 48 hours' notice of resignation or make available within five (5) days after the employee quit, excluding Saturdays, Sundays, and holidays when no notice is given.