



Personnel and Administrative Policy and Procedure

SUBJECT: Resignations	EFFECTIVE DATE: January 15, 2008 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.47	CROSS REFERENCE: Benefits Policy and Procedure 200.3 Benefits Highlights Book

Purpose: To provide uniform guidelines for the handling of resignations.

Scope: All employees.

Policy: Any employee may resign from service by presenting a resignation in writing to his/her supervisor. To resign in good standing, an employee must give at least two (2) weeks written notice, unless, because of extenuating circumstances, the department head agrees to permit a shorter period of time. "At will" employees must give the City Manager at least four (4) weeks of notice as outlined in their employment contract to resign in good standing, unless, because of extenuating circumstances, the City Manager agrees to permit a shorter period of time.

Guidelines for Use: The supervising manager will promptly forward the resignation notice to the Human Resources Department. The HR Department will schedule an exit interview with the employee, issue the appropriate personnel action form, and notify the benefits administrator so that a COBRA notice is generated to the employee. See **Benefits Administrative Policy and Procedure**.

Failure to submit a timely written resignation or notice of intent to retire may be cause to 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 his/her resignation/retirement request at any time up to and including his/her last day of employment, provided the position has not already been filled.

A former regular status employee who resigned in good standing may request, in writing to the hiring manager and the Human Resources Director, consideration for reinstatement to the same position he/she occupied before separation. The former employee may be considered for reinstatement provided the person is qualified for that position and there is a vacancy. Such request must be received within one year (12 consecutive calendar months) of resignation. The former employee may only be considered for vacancies that occur within eighteen (18) consecutive calendar months following resignation. The person shall be considered along with any list of eligible applicants submitted to the hiring authority for consideration for selection for the vacancy. The former employee may be required to successfully complete all or part of the selection process. The person shall be required at a minimum to successfully complete any required physical agility, medical (including drug screen), and psychological testing for the position. All reinstated employees will be required to serve the standard probationary period for the position. Upon reinstatement, the employee will be credited for unused sick leave as of the date of separation. No other leave accruals will be reinstated. If an employee is rehired outside of the terms listed here for reinstatement, no sick leave shall be restored.

Responsibilities

Employees:

- Provide timely written notices of resignation as outlined above.
- Return all City property and Identification badges by the last day of employment.
- Contact respective benefits carriers with any questions about accounts. See Benefits Manual for list of benefit representatives.

Supervisor:

- Ensure that all City property is returned by the employee on or before the effective date of resignation/retirement, and that arrangements are made for previous tuition reimbursement to be refunded to the City by the employee if appropriate.
- Immediately forward letters of resignation to Human Resources.

Human Resources:

- Conduct an exit interview.
- Process the necessary paperwork required when an employee resigns and help ensure all badges and equipment are returned to the City.

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.