

# City of Sterling Personnel Policies

|                                 |                |                   |
|---------------------------------|----------------|-------------------|
| Effective Date: January 1, 2009 |                | # of Pages: 2     |
| Rev. Effective Date:            |                |                   |
| Personnel Board Approval        |                | Date              |
| Board President                 |                |                   |
| Board Member                    | <i>S. Hill</i> | <i>10-29-2008</i> |
| Board Member                    | <i>(Lef.)</i>  | <i>10-29-08</i>   |

## CHAPTER 20

### SEPARATIONS FROM EMPLOYMENT

#### SECTION 1- GENERAL TYPES OF SEPARATIONS

##### A. Voluntary

1. **Resignation** - An employee who resigns their employment with the City shall be deemed to be separated in good standing provided the City is given reasonable written notice (2 weeks which shall not include any leave days) and if the circumstances of the separation are such so as to justify good standing. The notified department head will in turn notify the City Manager and Human Resource Director of the employee's resignation.
2. **Retirement** - Retirement from City Service is usually a voluntary separation occurring when an employee elects to end City employment and draw retirement benefits.

##### B. Involuntary

1. **Dismissal** - Dismissals are separations made for delinquency, misconduct, inefficiency or inability to perform the work of the position satisfactorily. Dismissals of non introductory, non probationary regular City employees are normally made effective on the date of supervisory notification. The City Manager may make unilateral changes to the effective date of the dismissal after the person to be discharged has been afforded an opportunity to participate in a review of the dismissal. Normally a dismissal is not in good standing, but the dismissed employee may be eligible for re-employment in a different employment capacity than previously held.
2. **Job Forfeiture Resignation** - All employees of the City shall be on duty at the times indicated by the departmental rules and under the conditions of their employment. An employee who is absent for three consecutive scheduled work days or shifts without approved leave shall be deemed to have resigned from employment at the onset of the absence. Such resignation is not in good standing, and the employee shall not be eligible for re-employment.

# City of Sterling Personnel Policies

3. **Abolition of Position and Reduction in Labor Force** - The City Manager may require the abolition of any position during a reduction in labor force. Competition for retention is limited to employees in good standing holding similar positions with retention based on performance. Positions to be reduced are at the discretion of the City Manager.
4. **Separation for Medical or Psychological Reasons** - An individual's employment may be ended based upon the advice of an appointed physician or psychologist, when it is determined that performance of the essential functions, with or without reasonable accommodation of the individual are unsatisfactory because of physical or mental impairment.
5. **Loss of Job Requirements** - Any employee who is unable to perform their job adequately because of loss of a necessary license or other requirement, may be separated from City employment.

**C. Death** - When an employee dies while in the service of the City, that employee's estate shall be eligible to receive payment for employee's accumulated benefits.

## **SECTION 2 - PAY ON SEPARATION**

Regardless of the type of employment separation, the City shall abide within the current statutory requirements regulating the issuance of pay on separation.

## **SECTION 3- CITY OWNED EQUIPMENT AND EMPLOYMENT SEPARATION**

Any person employed by the City of Sterling whose employment has ended and has City owned equipment in their possession shall return the equipment to the appropriate department before the issuance of pay on separation. This rule shall apply to all individuals regardless of the situation under which employment ends.

## **SECTION 4 - EXIT INTERVIEWS**

Under most circumstances of employment separation the Human Resource Office conducts exit interviews. A separating employee may anticipate being contacted by Human Resource staff to schedule an exit interview. During an exit interview various topics may be covered or discussed, but the primary purpose of the interview is to inform the individual of the rights and obligations of health insurance continuation, how to access benefits for the purpose of retirement, etc. An exit interview may be scheduled as the circumstances of the separation dictate.