**SECTION: SEPARATION**

**POLICY:** Voluntary Separation **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish the procedures and guidelines for voluntary separation from employment with the City, including resignation or retirement. This policy ensures consistency and clarity in the process and outlines the responsibilities of both employees and the City upon voluntary separation.

**DEFINITIONS:**

1. Voluntary Separation: The act of an employee leaving the City’s employment willingly, which may be through resignation or retirement initiated by the employee.
2. Notice of Separation: A formal written notice submitted by an employee indicating their intent to voluntarily separate from the City. The notice must include the last working day and the reason for separation.
3. Separation Date: The official date an employee’s employment ends, determined by the last day physically worked, not the last day using paid leave or other accruals.
4. Accruals: Time accumulated by an employee, such as vacation or compensatory time, which is eligible for payout at the time of separation.

**APPLICABILITY:**

This policy applies to all City employees who choose to voluntarily separate from employment through resignation or retirement. It defines the notice requirements, responsibilities for returning City property, and final payments due to employees upon separation.

**PROCEDURES**

1. Notice of Voluntary Separation
   1. Employees intending to voluntarily separate from the City should provide a written two-week notice, including the reason for separation and the final working day.
   2. Employees who voluntarily resign and provide at least 14 calendar days’ written notice, and who are not subject to disciplinary action at the time of separation, may be designated as having left in good standing.
      1. Nothing in this policy alters the at-will status of employees, and the City retains the right to separate employees at any time, with or without cause or notice, consistent with applicable law.".
   3. In executive positions, a longer notice period may be requested as a standard practice.
2. Separation Date
   1. The last working day an employee is physically present at work will be recorded as the official separation date unless the employee is on medical or disability leave.
   2. The employee’s termination date may not be extended by using paid leave or other forms of accrual.
3. Return of City Property and Access Termination
   1. It is the responsibility of the departing employee’s department to ensure all City property (keys, phones, equipment, badges, etc.) is returned, and electronic access to systems and programs is properly terminated.
4. Resignation in Lieu of Disciplinary Action
   1. Voluntary resignations will not be accepted as a substitute for disciplinary action without prior consultation with the Human Resources Department.
5. Payouts and Final Checks
   1. Employees who voluntarily separate will receive payouts for any unused time and accruals, in accordance with City policy.
   2. The final paycheck, including any payouts, will be issued on the next regularly scheduled payroll date.
6. Scheduling of Vacation or Compensatory Time
   1. Vacation or compensatory time cannot be scheduled after a notice of separation has been submitted, unless written approval is obtained from the City Manager or Administrator.