

VII. SEPARATIONS OF EMPLOYMENT

A. RESIGNATION

An employee may resign by submitting in writing to the supervisor the reasons and the effective date of departure from City services. A minimum of fourteen (14) calendar days advance notice is desired before leaving a job with the City. The last day of employment is the last day the employee is physically present on the job. This day may not be identified as a vacation day, sick day or holiday unless the employee is on an approved leave of absence for a Family and Medical Leave (FMLA) policy qualifying reason. Employees must return all City-owned equipment and uniforms prior to the last day of employment and complete a termination checklist.

Electronic exit interviews are available from the Human Resources division. Exit interviews are normally conducted for outgoing employees after the supervisor receives notice of resignation or intent to retire and for employees whose termination is initiated by the City. The purposes of this interview are to provide employees with an opportunity to provide feedback to the City regarding their employment with the City. Appointments can be made with the Human Resources division to review eligibility for benefit continuation and conversion and to ensure that all necessary forms are completed.