

CITY OF COMMERCE

ADMINISTRATIVE POLICIES

EMPLOYEE TERMINATION AND OUT PROCESS

1.0 PURPOSE

To establish procedures for employee termination with the City by service or disability retirement, resignation, discharge, probation period termination, or layoff. The procedures are designated to provide the least disruption and inconvenience to the employee and the City.

2.0 DEFINITIONS

- 2.1 Service Retirement is voluntary termination after having satisfied the age and length of employment requirements of the State Retirement System.**
- 2.2 Disability Retirement is voluntary termination necessitated by an injury or illness which renders the employee incapable of performing his/her job.**
- 2.3 Employee Initiated Resignation is voluntary termination for any reason other than formal retirement.**
- 2.4 Supervisor Initiated Resignation is termination requested by the supervisor which permits the employee to resign in lieu of being discharged.**
- 2.5 Discharge is termination of an employee by the City.**
- 2.5 Probationary Termination is discharge of an employee during the established probationary period (introductory employment) period, usually for the inability to meet position/department requirements.**

3.0 POLICY

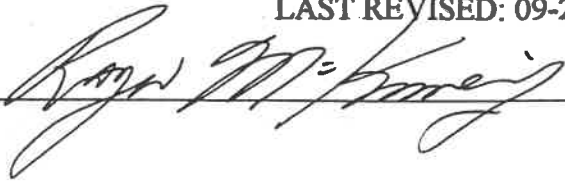
- 3.1 Employees planning to retire should contact the Accounting Supervisor at least 90 days prior to retirement. The Accounting Supervisor will help the retiring employee with the proper forms and the phone number, if needed, for the State Retirement System.**
- 3.2 Employees retiring from the City will be eligible for compensation for all accrued unused vacation and sick leave.**
- 3.3 Employees who are retiring with a disability should contact the Accounting Supervisor for assistance in filing with the State Retirement System.**

- 3.4 An employee wanting to leave the City in good standing will provide a written resignation to his/her Department Head at least 14 calendar days prior to the effective date of the resignation.
- 3.5 The resignation letter should include the reason for leaving as well as the proposed effective date. Two weeks notice is understood to mean that the resigning employee will be available for work during this time.
- 3.6 A supervisor initiated resignation occurs only after the supervisor's consultation with the Director of Administrative Services. An evaluation of the circumstances is conducted, including reasons for the request, supporting documentation, and alternatives.
- 3.7 The Department Head will schedule an exit interview with the City Manager or his designee prior to the last day of employment. Temporary employees usually do not participate in the exit interview process unless information can be gained which will improve or enhance present employment conditions.
- 3.8 Copies of the exit interview may be distributed to the appropriate Department Head.
- 3.9 The Accounting Supervisor will be notified of the employee's separation date by a Payroll Status Change form.
- 3.10 The last day of employment, the Department Head will schedule, with the Accounting Supervisor, a time for the employee to finalize all paper work required including COBRA and Texas Municipal Retirement System.
- 3.11 Unless otherwise arranged, the employee's check will be available on the next regular City pay day.
- 3.12 Before the final paycheck is issued to the employee, the employee will be required to follow the clearance process including returning of all uniforms, keys, etc. and finalization of all paper work. Failure to complete the process may result in delay of receipt of the final paycheck.
- 3.13 The official date of termination will be the last full day the employee reports for work.
- 3.14 Employees will receive pay for work performed through the last hour worked and for unused benefits as stipulated by policy.
- 3.15 Termination pay will be reduced by any authorized legal deductions and any other amounts specifically agreed upon orally or in writing by the employee and the City.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:

A handwritten signature in cursive script, appearing to read "Roger M. Koenig", is written over a horizontal line.

Termin.adp