



## 7.05 SEPARATION FROM SERVICE

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### Resignations

Any employee wishing to leave the City service in good standing shall file a written resignation with his/her appointing authority. This notice shall be given at least two weeks before leaving, stating the date the resignation shall become effective and the reason for leaving. Unless unforeseen circumstances intervene or as otherwise agreed to by the appointing authority, failure to give proper notice of resignation will render an employee ineligible for reinstatement under the [Administrative Rule on Reinstatement](#).

Bureau managers shall forward a copy of all resignation notices and supporting documents to the Director of Human Resources, or designee, as soon as practicable but in no case later than the effective date of the resignation.

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### Retirement

Employees retiring under [PERS](#) are encouraged to submit their Application for Service Retirement 90 days before the effective retirement date. [The PERS Members' Handbook](#) outlines the procedure and documents that must be submitted to apply for retirement. Employees should notify their supervisor at the time they submit their application to PERS in order to complete the appropriate paperwork. Once notified, the timekeeper will submit a Notice of Separation from a PERS Covered Position to Payroll and all necessary information will be forwarded to PERS.

Employees covered under the Police & Fire Pension Fund should consult the plan documents for information regarding retirement.

[See Administrative Rule on Employment of Retirees](#) for continued employment following retirement.

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### Appointment Ended

An Appointment Ended separation occurs when a Limited Duration employee's appointment has ended or a Limited Term Position has expired. If the employee voluntarily resigns before the date the appointment ends, it will be considered a "resignation". [See Administrative Rule on Types of Appointments](#).

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### Employee Separation Procedures

1. Timekeeper prepares a Request For Emergency Manual Payroll Warrant. The original is given to Payroll and a copy goes in the employee file. This must be given to payroll before 12:00 p.m. for same day payment.
2. Bureau completes an EPAN. One copy goes in employee file, one is given to payroll.

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3. Employee or Timekeeper completes the employee's TAAR. One copy is kept in the employee file, one is given to payroll.
  4. Timekeeper completes Notice of Separation from PERS Covered Position, if applicable. Copy to file, original to Payroll.
  5. Supervisor to complete Departure Checklist
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**Death of an Employee**

In the unfortunate event of the death of an employee, the hiring authority shall process an EPAN indicating such to the Bureau of Human Resources. Once the Benefits office receives notification, Benefits will verify employee beneficiary designation and a letter and death claim form will be sent to the beneficiary for filing with Standard Insurance. The Benefits office will send COBRA insurance information as well. Central payroll will process any reconciliation of PERS. A surviving spouse or beneficiary should contact PERS and Standard Insurance directly regarding benefits.

Family members of the employee are welcomed and encouraged to access the Employee Assistance Program (EAP) for any personal assistance they may need. [See Administrative Rule on the Employee Assistance Program.](#)

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**Layoff**

See Administrative Rules on [Layoff & Recall](#) and [Medical Layoff](#).

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**Termination**

All Terminations will be in accordance with the [Administrative Rule on Discipline](#).

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**Job Abandonment**

Unauthorized absence from work without good cause may result in discipline up to and including discharge. Depending upon its length, an unauthorized absence could be determined to be job abandonment resulting in discharge.

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**Exit Checklists**

Exit Checklists shall be used to inform the employee of the status of unused leave life and health insurance benefits upon separation from the City, pension eligibility and to arrange for the return of all City property. It is the responsibility of the hiring authority to ensure an exit checklist is completed for all employees separating from the City.

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**Administrative Rule History**

Adopted by Council March 6, 2002, Ordinance No. 176302  
Effective April 5, 2002

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