



## POLICY AND PROCEDURE

SUBJECT:

### SEPARATION, TERMINATION AND JOB ABANDONMENT

DATE: DECEMBER 16, 2020

NUMBER: HR 20-06

#### I. PURPOSE OF THE POLICY

To provide guidelines for City departments to timely and accurately administer employee separations, voluntary or involuntary, from the City's workforce.

#### II. SCOPE

This policy applies to all City of Riviera Beach employees, excluding volunteer and contractual employees, and to the extent the matter is not addressed in a collective bargaining agreement.

#### III. DEFINITIONS

For the purposes of this policy, the following definitions shall apply.

***Voluntary Separation*** is one that results when an employee leaves a position on his or her own initiative, through resignations, retirement, or job abandonment. Voluntary resignations shall not be subject to the grievance process.

***Resignation*** is an oral or written statement by an employee of the intent to voluntarily terminate employment with the City. An employee planning to resign is expected to submit a written notice of resignation to his or her immediate supervisor or Department Director specifying the last day of employment.

***Retirement*** is defined as an employee who voluntarily separates in good standing and has eligibility based on the number of years of service and age for full or early retirement.

***Job Abandonment*** occurs when an employee fails report to work for three (3) consecutive workdays, does not notify the supervisor of the extent and cause of the absence and provide supporting documentation. Job abandonment also occurs when an employee fails to return to work or directly notify his or her supervisor of the reason for absence within three (3) consecutive working days after any approved leave of absence, disciplinary suspension, or recall from layoff status, absent extraordinary circumstances. When an employee has abandoned his or her position, that employee shall be immediately terminated from City employment.

***Involuntary Separation*** is initiated by the City, and may result for a variety of reasons, including layoffs, terminations or discharges.



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*Layoff* is an involuntary separation of employment initiated by the City, resulting in the elimination of a position due to a re-organization or position redesign, a budget reduction or lack of funds, or a lack of work.

*Termination of Employment* may occur for reasons that include but are not limited to uncorrected performance deficiencies or serious misconduct. Termination of employment is a serious action and requires consultation with Human Resources prior to taking such action.

#### IV. POLICY STATEMENT

There are many reasons for which an employee may choose or be required to leave employment with the City of Riviera Beach. This policy describes the general categories of separation, voluntary and involuntary, and outlines procedures to be followed. A voluntary separation from employment is initiated by the employee, such as resignation, retirement or job abandonment. An involuntary separation is initiated by management, such as dismissal/termination or layoff. When an employee is separated from City employment for any reason including but not limited to resignation, retirement, termination for cause, layoff, abandonment, disability, death etc., it is the responsibility of the employee's home department to commence the documentation of the separation and notify Human Resources in a timely manner.

A sample Employee Separation Checklist is attached and incorporated hereto. This checklist may be periodically updated by Human Resources.

#### V. SEPARATION PROCESS AND PROCEDURES

##### A. Employee Responsibility:

1. Provide as much advance notice as possible of his/her intent to separate from City employment. An employee separating from the City shall submit a signed letter/memorandum (Resignation Statement) to his or her Department Director notifying of his/her last day of employment. Hourly paid employees shall provide a two weeks' notice and salaried employees shall provide at least a one month's written notice of resignation, to his supervisor with a copy sent directly to Human Resources.
2. Coordinate with his or her supervisor to arrange for the return of all City property, including keys, p-cards, cell phones, laptops, access cards, etc.
3. Participate in an exit interview with Human Resources, through a Human Resources representative or via an online exit survey.



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#### B. Department Responsibility:

1. The Department Director should acknowledge receipt of the employee's resignation or retirement letter, and notify Human Resources of the resignation as soon as possible, but no later than 24 hours.
2. The Department Director shall provide the separating employee with a copy of this policy and compile a Separation Packet. The Separation Packet shall consist of the Resignation Statement, Separation Report and Separation Checklist. Departments are to complete the Separation Packet on or before the employee's last day of employment.
3. Department Directors shall ensure the separating employee and department have satisfied all responsibilities associated with the separation have been fulfilled, including the generation of the Personnel Action Request (PAR) for processing.
4. If the employee resigns orally and does not submit a written resignation, the supervisor shall immediately prepare a memorandum, including the last day of work and reason for resignation, to Human Resources, and ensure that a Separation Packet is completed and Departmental equipment is retrieved from the separated employee.
5. If an employee is unavailable at the time of separation, (i.e. sickness, termination, etc.), the Department Director will ensure that a Separation Packet is completed and all Departmental equipment is retrieved from the separated employee.
6. Ensure the completed Separation Packet, including the PAR is forwarded to the Human Resources. The Separation Packet and PAR should be provided to Human Resources with all signatures as soon as practicable, and one week before the separation date, if possible.
7. Ensure a separating employee access to secure city systems, computer resources or networks and business accounts is terminated.
8. Immediately inform Human Resources when an employee fails to report to work for three (3) consecutive workdays.

#### C. Human Resources Responsibility:

1. Conduct the exit interview of a separating employee.
2. Process the PAR and obtain final approvals and action from the City Manager and the Finance Department. Distribute completed PARs to the Risk Management Division and Pension Administrators.
3. Provide information to the separating employee on employee benefits information on matters of the employee's rights to health insurance coverage under the federal COBRA program; information about retirement, if necessary; and information on other benefits as 457 or 403 Plans, flexible spending accounts, vision insurance, dental insurance, life insurance, etc.
4. Advise the employee of any pay consideration other than their regular salary, i.e., accrued vacation, sick, or outstanding obligations to the City, and that all City owned property and equipment must be returned prior to receiving their final paycheck.



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5. When an employee fails to report to work for three (3) consecutive workday(s), Human Resources shall prepare and send a written notice via overnight mail to the employee. The notice shall advise the employee that s/he has abandoned his or her position and, therefore, has voluntarily resigned from employment, indicating the effective date of resignation. The effective date shall be the last day the employee was at work or on approved leave, whichever last occurred. The notification shall provide at least three (3) work days for the employee to respond with any extraordinary circumstances that the employee believes would warrant a reversal of the determination. The Human Resource Director and the employee's supervisor shall consider this information, in consultation with legal, and has the discretion to rescind the job abandonment/voluntary resignation. The employee may not appeal this decision.

**Departmental Sponsor:**

**HUMAN RESOURCES DEPT.**

**Policy Review Date:**

**References:**

**Departments Affected:**

**ALL DEPARTMENT DIRECTORS AND EMPLOYEES**

  
\_\_\_\_\_  
City Manager

12-17-2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Interim Human Resources Director

12/17/2020  
\_\_\_\_\_  
Date