



CITY OF VISALIA PERSONNEL POLICY
Policy #114
Separation of Employment

I. PURPOSE

This policy defines the types of separation from City employment and the effect of separation on benefits.

II. POLICY

When an employee separates or is separated from City service, the Human Resources Division must be notified within 24 hours. The supervisor must complete a personnel action form, indicating the date of separation, reemployment eligibility, and reason for separation and submit it to the Human Resources Division.

A. Types of Separation

1. Resignation: Separation initiated by an employee through a written or verbal notice to the supervisor and/or department head. A minimum of a two-week notice is expected unless otherwise agreed to by the department head.
2. Retirement: Separation from City employment upon being accepted by the Public Employee's Retirement System for retirement.
3. Job Abandonment: An employee absent without approved leave for three (3) consecutive days without appropriate notification and/or authorization will be considered to have automatically resigned.
4. For Cause Discharge: Involuntary separation of an employee for cause in accordance with Policy #116 – Discipline.
5. Layoff: Involuntary separation of an employee based on a City imposed reduction in force because of economic or other business reasons.
6. Loss of License or Certificate Required for Position: Voluntary separation of an employee based on the loss of a license or certificate, which is a requirement of the job held.
7. Disability: Separation based on medical evidence that an employee is unable to perform his/her essential job duties with or without accommodation.
8. At-Will Termination: Release of an at-will employee.
9. Rejection from Probation: Release of an employee from a probationary appointment for failure to meet the requirements of the position.

B. Resignation in Good Standing

In order for an employee to be considered to have left in good standing and be eligible for future employment with the City, a regular or probationary employee must submit a minimum of a two-week written resignation notice to the appointing authority and the last performance evaluation on file must have an overall performance rating of at least meets



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job standards. Additionally, job abandonment and a resignation in lieu of for cause discharge is not considered in good standing.

C. Effects of Separation on Employee Benefits

Unless Memoranda of Understanding or other executed agreements (i.e. Retirement Health Saving, employment contract) provide otherwise, upon separation from City employment, benefits will be processed as indicated below. This section of the policy applies to regular and full-time at-will employees.

1. Vacation Leave

All accrued unused vacation leave will be paid at the employee's regular rate of pay on the employee's final paycheck.

2. Floating Holiday

All unused floating holiday hours will be paid at the employee's regular rate of pay on the employee's final paycheck.

3. Administrative Leave

All unused administrative leave will be paid at the employee's regular rate of pay on the employee's final paycheck.

4. Sick Leave

An employee retiring with ten (10) years or more of continuous full-time service with the City, and having been accepted by the Public Employee's Retirement System will be compensated for unused accrued sick leave at 30% of its value on his/her retirement date.

An employee resigning from the City in good standing with twenty (20) or more years of continuous full-time service with the City will be compensated for unused accrued sick leave at 30% of its value on his/her resignation date.

Sick leave payable under this section will be paid on the employee's final paycheck.

5. Health Insurance

A terminating employee may be eligible to continue membership in the City's health insurance plan in accordance with the Consolidated Omnibus Deficit Reduction Act (COBRA) provision. The Risk Management Division will provide costs and enrollment procedures.

Employees who retire from City employment are eligible to continue in the City's retiree health insurance plan at their own cost. The cost is determined annually by the City.

6. Deferred Compensation



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Separated employees are not eligible to contribute to the deferred compensation program through the City. Disposition of prior contributions is the responsibility of the separated employee in conjunction with the deferred compensation vendor.

7. Retirement

Disposition of retirement funds and benefits will be governed solely by the Public Employees Retirement System (PERS).

An employee who is a member of PERS for less than five (5) years and who terminates City employment without going to another PERS agency will receive a refund of the employee portion of contributions.

An employee who terminates employment and has five (5) or more years of service has the option of receiving a refund or leaving contributions and service credit with PERS.

An employee who terminates employment, regardless of the number of years of service, and is to be immediately employed by another PERS agency must leave their retirement contribution with PERS.

D. Final Paycheck

Employees involuntarily separated from employment will be provided their final paycheck as soon as practical, but no later than 5 working days after separation.

Employees voluntarily separated from employment will receive their final paycheck on the next regularly scheduled payday.

E. City Property

Employees must return all City property and equipment, including but not limited to cellular telephone, pagers, keys, identification badge, credit card, parking pass, tools, files, reference data, and uniforms, prior to separation. Property must be returned prior to receiving a final paycheck.