

Employee Separation

Section 3.2

PURPOSE

To define the procedure for separating employees from City service due to resignation, retirement, termination, or death.

To provide for the orderly accounting and return of issued work items belonging to the City upon separation from service.

POLICY

Notice of Separation/Departmental Forms Processing - An employee should notify his/her supervisor at least two (2) weeks prior to the date he/she intends to separate from employment with the City. At the time of notice, if the employee is voluntarily resigning, the employee will complete and sign a *Resignation Form*. In the event of a planned retirement, the employee should attempt to provide sufficient notice to the department to allow for budgeting of sick and vacation leave payoffs, as applicable.

In all cases, the *Notice of Employee Separation Form* will be completed and, if possible, signed by the employee.

The supervisor will collect City-owned items from the employee and account for all City-owned items received during employment. The replacement cost of items not returned by the employee will be noted on the *Personnel Action Form (PAF)* and deducted from the employee's final paycheck. Depreciation value will be taken into consideration when determining the replacement cost of applicable items.

Departments will notify the HR/RM Department of an impending separation by submitting a *PAF* with the above-mentioned information.

Separation Processing Appointment - It is the separating employee's responsibility to schedule an appointment with the HR/RM Department for separation processing. The employee may request that this appointment be conducted in person or by telephone.

Separation processing includes discussion of benefit-related issues including, but not limited to:

- Final paycheck and/or payoff check
- Retirement Benefits
 - California Public Employees' Retirement System (CalPERS)
 - Public Agency Retirement System (PARS)
 - Deferred compensation
 - Health and dental insurance
 - Retiree programs (if applicable)
 - Address changes/verifications
 - Other benefits information

Temporary employees are not required to schedule a separation processing appointment.

Death of Employee - Departments must notify the HR/RM Department immediately of the death of an employee. All applicable forms identified in this policy must be completed and returned to the HR/RM Department.

Departments may also request that a representative from the Employee Assistance Program (EAP) be available on-site to assist co-workers in dealing with the employee's death. Departments may also wish to refer surviving family members for grief counseling. HR/RM Department staff is also available to coordinate such services.

The HR/RM Department will coordinate the completion of all necessary paperwork for applicable benefit claims with the deceased employee's beneficiaries, including but not limited to:

- Life, Accidental Death, and Dismemberment Insurance
- CalPERS
- PARS

The HR/RM Department will also request the appropriate deferred compensation representatives contact the employee's beneficiaries, if applicable.

The Payroll Division of the Finance Department will calculate the final paycheck and deliver it to the beneficiary listed on the employee's most recent *Designation of Beneficiary Authorized to Receive Final Payroll Check in the Event of Death Form*.

OPERATIONAL PROCEDURES AND RESPONSIBILITIES

Employee

Notifies supervisor of intention to separate at least two (2) weeks prior to an effective date of separation.

Schedules and completes a personal or telephone separation processing appointment with HR/RM Department – Processes separation materials via the NeoGov Off boarding Portal.

Completes and submits all paperwork provided during exit interview.

Department

Ensures the *Employee Separation Form* and *PAF* are completed and submitted to HR/RM Department.

Collects and records all returned City-owned items and accounts for all City owned items received during employment.

The replacement cost of items not returned by the employee shall be noted on the *PAF* to deduct from the employee's final pay check.

Notifies HR/RM Department of death of an employee.

If needed, contacts the EAP to request an on-site representative for grief counseling when an employee has died.

Advises the deceased employee's family of grief counseling available through the EAP.

HR/RM Department

Provides available benefits information to employee at time of separation processing appointment.

In the event of an employee's death, completes and submits claim forms for applicable:

- Life, Accidental Death and Dismemberment Insurance
- CalPERS
- PARS

Notifies deferred compensation representatives and requests contact with the beneficiary in the event of an employee's death.

Files *Employee Separation Checklist*, *Notice of Employee Separation*, *PAF*, and City ID card in employee's official personnel file.

Finance/ Payroll

Prepares final paycheck in accordance with payroll procedures after receipt of separation *PAF* from HR/RM Department.

Processes final paycheck and delivers to beneficiary in event of employee's death.

FORMS: RESIGNATION FORM/BENEFICIARY FORM