

POLICY 8: SEPARATION FROM CITY SERVICE

8.2 Voluntary Separation:

8.2.1 Resignation

A City employee may resign from City service by giving his/her supervisor written notice of his/her resignation. Said resignation is requested at least two weeks in advance of their leaving City service. Department Heads are requested to give four (4) weeks' notice whenever possible. When a Department Head resigns, an inventory of City property must be taken before a final check is disbursed. The City Commission may accept the employee's resignation as taking effect immediately.

8.2.2 Un-notified Absence

If an employee is absent for more than three (3) consecutive days without proper notification in accordance with the attendance policy, they shall be considered to have voluntarily resigned their position in City service. Reinstatement upon presentation of extenuating circumstances or reason for such absence shall be at the discretion of the department head. Any un-notified absence of less than three (3) days may result in disciplinary action.

8.2.3 Retirement Age

There is no mandatory retirement age for City employees.

8.2.4 Last Day Worked

An employee's last day of work is considered the last day on which they were physically present on the job. The use of holiday pay, sick leave and vacation hours may not extend the last day of work.