

	Separation From Employment Policy	
	Section No: 2.14	
	Category: Workplace Conduct and Compliance Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	<i>Supersedes: former Section 26, Resolution 2009-176 – February 17, 2009</i>	
	Next Review Date: September 1, 2028	
Responsible Office: Human Resources		
Policy Applies to:	☒ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☐ Full-Time employees only ☐ Other: _____

Relevant Definitions

Resignation: A resignation is an oral or written statement by an employee of an intent to terminate employment with the city either immediately or prospectively.

Reduction in Force: A temporary or permanent vacating or the involuntary reduction from full-time **or** part-time **employment** of an occupied position.

Temporary Reduction in Force: A temporary reduction is the elimination of an occupied position or a reduction in an employee's work schedule and pay of not more than 90 calendar days.

Policy

This policy describes the general categories of separation (excluding employer initiated separation from employment for reasons other than reduction in force). Employer initiated separation from employment for reasons other than reduction in force is covered under the city's Corrective Action Policy.

Resignation

A resignation, whether oral or written, or whether immediate or prospective, once submitted is irrevocable and cannot be withdrawn without agreement of the City. The withdrawal of a resignation must be recommended by the employee's department head and must be approved by the City Manager in consultation with the Human Resources Director.

The City asks any employee planning to resign to offer to continue their work duties, if needed, for a two week period prior to the effective date of resignation. Once the resignation is provided, the city at its discretion, and with or without the approval of the employee, may make the effective date of the resignation immediate or earlier than the date provided by the employee.

Reduction In Force

Reduction in Force is the temporary or permanent vacating or the involuntary reduction from full-time to part-time of an occupied position. The city may determine that a reduction in its workforce is necessary because of economics, efficiency, **department restructuring**, or other reasons. A reduction in force may be made through a reduction in an employee's work schedule and pay, through a temporary reduction in force, or through a permanent reduction in force.

The period during which an employee's work hours are reduced or eliminated may be continuous or intermittent. The city reserves the right to reduce hours for any reason. A reduction in force may be city-wide or departmental.

The determination of which employees shall be affected shall be made by the City Manager in consultation with the Department Head and Human Resources Director. Employees on approved leave when a reduction in force is implemented are considered active employees and shall be treated as if they were in their positions.

A reduction in force is not a disciplinary proceeding or corrective action and is not subject to appeal.

Temporary Reduction In Force

Temporary reduction in force is not a separation from employment. If a full time employee has city health insurance coverage at the time such employee is affected by a temporary reduction of their work schedule to less than full time with the expectation that the schedule shall return to full time, the city shall maintain health insurance coverage, including family coverage, for a period not to exceed 90 calendar days, on the same terms as if the employee continued working a full time schedule. Employees are required to continue paying the employees' portion of health insurance premiums during such period. If the temporary reduction in force continues beyond the 90 day period the city maintained health insurance coverage ends.

Permanent Reduction In Force

A permanent reduction in force is the elimination of an occupied position anticipated to exceed 90 calendar days. Release of an employee due to a permanent reduction is a separation from employment.

Full-time employees who have city health insurance coverage at the time they are affected by a permanent reduction in force shall be eligible for temporary continuation of the health insurance coverage, including family coverage, through COBRA.

Recall From Reduction In Force

After a reduction in force the, City may or may not recall an employee or former employee whose position was eliminated. The City retains the right to recall such employee or former employee in any order that is deemed in the best interest of the City. The City does not guarantee that an employee whose employment is ended due to a reduction in force shall be recalled. The city does not guarantee that an employee who is subject to a modification of work schedule and pay shall be returned to pre-modification status.

Death

Separation due to death shall be effective as of the date of death. Payments for earned salary and for accrued vacation shall be paid to the surviving spouse or estate according to the laws of the state.

Dismissal

The City Manager may dismiss any employee in the service of the city at any time in compliance with provisions as described in the Code of Ordinances of the City of Kingsport.

Exit Interviews

Whenever an employee terminates employment with the city, the Human Resources Director, or designee, shall be notified and an exit interview scheduled. Often terminating employees can provide valuable information regarding their job, department, and other conditions of employment with the city which would assist in the improvement of the city's overall management system. Such interviews shall be conducted by Human Resources Director, or designee, who shall inventory and retrieve all city property issued to the employee.

The Human Resources Department shall assist the Finance Department in clearing any outstanding travel advances or petty cash withdrawals.

Termination During Probation Period

Employees who are separated from employment during their probationary period are not eligible for payment of unused vacation leave. However, they will be compensated for all hours worked through their separation date, including any earned compensatory time in accordance with applicable law and City policy. Employees separated during their probationary period are also not eligible to appeal their separation through the City's hearing appeal process.

Final Payout

Employees are expected to work their regular scheduled hours through their final day of employment. As a general rule, employees will not be permitted to use sick leave or vacation leave during their notice period, including on their last scheduled workday, unless approved in advance by the Department Director and Human Resources due to extenuating circumstances.

Final compensation will be processed on the regular payroll date corresponding to the employee's last pay period worked. Human Resources is responsible for communicating the employee's final pay date and providing information regarding all final compensation, including any applicable leave or other authorized payouts, to the departing employee.

Employees who separate from employment after working on a City-observed holiday, but before receiving the scheduled alternate day off or holiday benefit associated with that holiday, shall be compensated for the earned holiday time in accordance with City policy. Employees are not eligible to receive payment for any City-observed holidays that occur after their effective date of separation, regardless of whether notice of separation was provided in advance.

Consequences of Policy Violation:

Violations of this policy may be subject to disciplinary action, up to and including termination of employment.

Related Information or Procedures:

N/A

Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. Furthermore, this statement constitutes **ONLY** the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

Contacts

The Human Resources Office can address questions regarding this Policy: phone: (423) 229-9401, email: HROffice@kingsporttn.gov