

City of Sweet Home



POLICY: City of Sweet Home Personnel Policies
Leaving the City
Section 7(b) Eligibility for Rehire

Purpose Establish policies governing Retirement, Resignation or Involuntary Termination

Policy 7) Leaving the City

a. **Retirement, ~~or~~ Resignation**

If an employee chooses to resign or retire, it is anticipated the City will be given as much notice as possible – preferably a minimum of two weeks. ~~When giving your two weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two weeks' notice of your intent to leave the City, you will not be eligible for re-employment at a later date.~~

If the employee's decision to resign is based on a correctable situation, the employee is encouraged to discuss it with the Department Head before making a final decision.

Employees must return all City property, including phones, computers, identification cards, credit cards, keys, and manuals, to the Department Head on or before their last day of work.

b. **Eligibility for Rehire**

Former employees who were terminated for reasons involving policy violations, such as workplace violence, insubordination, discriminatory or harassing behavior, theft or embezzlement and any ethics violations, are not eligible for rehire. Any former employee who fails to provide the City two weeks' notice of their intent to leave the City will also not be eligible for re-employment.

c. **References**

All requests for references or recommendations must be directed to the City Manager. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

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Supersedes: SHPP Section	Adopted by City Council:	Effective Date:
City Manager:		