

		Separation Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	6
Issue Date:	12/22/2011	Revision Date:		Review Date:	
Special Instructions:	This version is a complete rewrite utilizing CVMIC model policy.				

I. **PURPOSE**

The purpose of this policy is to establish a procedure for employee separation with the City of Whitewater by retirement, resignation, termination, or reduction in force. The procedures are designated to provide the least disruption and inconvenience to the employee and the City.

II. **POLICY**

It is the policy of the City to terminate employment due to an employee's resignation, incapacity, termination or retirement; or a permanent reduction in or restructuring of the City's workforce. In the absence of a specific written agreement, an employee is free to resign at any time and for any reason, and the City reserves the right to terminate an at-will employee at any time and for any reason not prohibited by law.

a. **Types of Separation**

1. **Resignation**

Resignation is a voluntary act initiated by an employee to end employment with the City. The employee must provide a minimum of two-week's notice prior to the resignation, to leave employment in good standing. If advance notice is not provided or the employee fails to work his/her remaining weeks(s) of employment, the employee will be ineligible for rehire. The employee's supervisor should confirm the resignation in writing to the employee, and ensure the resignation is properly documented. Upon receipt of the resignation, the supervisor should notify the Human Resources Department.

i. **Withdrawal of Resignation**

A department may choose to accept an employee's request to rescind his/her resignation on a case by case basis. Additionally, the City may consider on a case by case basis to change the resignation from a resignation to an unpaid leave of absence, to avoid a break in service.

2. **Retirement**

Employees who wish to retire are required to notify their supervisor and the Human Resources Department in writing at least 30 days prior to the planned retirement date. Additionally, the Wisconsin Retirement System (WRS) requires notification of one year for members wishing to retire. Employees should contact WRS for more information.

3. **Job Abandonment**

Employees who fail to report to work or contact their supervisor for three consecutive work days or

employees who fail to return from approved leaves of absence [i.e. FMLA, worker's compensation, unpaid leave of absence] on a specified return date without prior notice to their supervisor shall be considered to have abandoned their job without notice. Supervisors shall notify HR at the expiration of the third work day and initiate the paperwork to terminate the employee.

4. Lay-Off

A lay-off is a separation which results as a consequence of organizational restructuring, work redesign or reduced staffing requirements. Procedures set forth in the City's collective bargaining agreements will be followed, as applicable. For employees not covered by a collective bargaining agreement a lay-off is an involuntary separation initiated by the City Manager upon approval of the Common Council due to shortage of funds or work, the elimination of a position(s), other material changes in the duties or organization, or for related reasons which do not reflect unfavorably upon the service of the employee. The City Manager will determine which job classes within a department are subject to the reduction. Within a department and job class, the City Manager, after consulting with Department Directors as he or she deems appropriate, will use factors such as qualifications, job performance, length of service, and organizational needs when determining which employees within a particular job class will be affected. If a reduction in force were to occur, employees would be given as much notice as practical and typically at least one month in advance.

5. Involuntary Termination

Employees may be involuntarily separated from employment through termination. Grounds for termination may include poor performance, misconduct, or other violations of the City's rules of conduct as set forth in the Employee Handbook.

6. Completion of Assignment

Employees hired to fill limited term positions will be separated upon completion of the duties for which the position was established. These employees are not eligible for benefit provisions of the City.

b. Benefits

A separating employee is eligible to receive benefits, as long as the appropriate procedures are followed, as stated above. Two weeks notice must be given and the employee must work the full two weeks.

1. Vacation: Unused earned vacation will be paid out on the employee's final paycheck. Advanced but unearned vacation will be deducted from final paychecks to the extent permitted by law. Vacation cannot be used to extend a separation date.
2. Compensatory Time: Unused, accrued compensatory time will be paid out on the employee's final paycheck.
3. Sick Leave: Unused sick leave is not eligible for payout upon separation for most employees. Employees hired on or before June 29, 2011 should refer to Appendix A for more information regarding the conversion of sick leave at separation or retirement.
4. Health Insurance: Health insurance terminates the last day of the month of employment. Employees will be required to pay their share of health premiums through the end of the month following separation. Extended coverage of the health insurance benefit plan is provided in accordance with conditions outlined through the Consolidated Omnibus Budget Reconciliation Act (COBRA).
5. Vision and Dental Insurance: Vision and dental insurance terminates the last day of the month of employment. Employees will be required to pay their share of dental and vision premiums through the end of the month following separation.
6. Accident and Income Continuation Insurance: Accident and Income Continuation Insurance ends on the last day of employment.

7. Flexible Spending Accounts: FSA plans conclude on the last day of employment. Funds remaining at the end of the coverage period are forfeited. However, there is a thirty-day grace period for the filing of claims following the end of the coverage period.
8. Health Reimbursement Arrangement: HRA plans conclude on the last day of the month of employment. There is a thirty-day grace period for the filing of claims following the end of the coverage period.
9. Life Insurance: Life insurance ends on the last day of employment. Employees retiring through the Wisconsin Retirement System may have options for life insurance coverage through WRS.
10. W2: Departing employees are advised to ensure their miPay accounts are kept up-to-date to facilitate the receipt of their W2s at the end of the year. This includes the important step of updating their email address from the City-sponsored email to a personal email address.

c. Rehire/Reinstatement

A former employee who has attained regular status may be reinstated to his/her former position if he/she resigned in good standing and if, within one year from the date of resignation, there is a vacancy, and his/her reinstatement is recommended by the department head and approved by the City Manager and the Police and Fire Commission for positions under the jurisdiction of this Commission.

III. PROCEDURE

- a. The department shall notify Human Resources and Payroll immediately when they know an employee has resigned or plans to retire. Human Resources will offboard the employee and make arrangements for the exit interview. Forms should be forwarded to the Human Resources Department.

- i. **Return of Property**

All items which have been issued to an employee during the course of employment remain the property of the City. At the time of an employee's separation, whether voluntary or involuntary, all City documents and other items of City property in the employee's possession (i.e. cell phones, identification cards, uniforms, keys, key cards, credit cards or procurement cards, tools and equipment) must be returned on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned.

- ii. **Exit Interview**

An exit interview will be conducted for all separations of employment for regular full and part-time employees through the Human Resources Department. This interview is intended to be beneficial for both the City and the departing employee. Employees will have the opportunity to air concerns or receive answers to specific questions. And, it is the intention of the City to obtain information that will help in recruitment and retention efforts.

Human Resources is responsible for ensuring the exit interview has been scheduled (as previously reviewed as part of the check-out process). During the interview, an exit questionnaire (Appendix A) form will be completed by the employee and the employee will have an opportunity to ask questions, discuss any areas of concern, as well as answer more specific questions directed by HR.

The Human Resources Department will conduct the exit interview and document any issues that the departing employee identifies. The HR staff will verify that the department check out process has occurred, ensure that the exit questionnaire is completed, process any benefit information, and distribute the required information to the departing employee.

Information obtained from the exit interview will be shared with the appropriate department managers and/or staff.

IV. JOB AIDS – See Form

Exit Interview

Today's Date _____ Job Title _____
Name _____ Manager _____
Start Date _____ Ending Date _____

1. Reason for Leaving

Which one reason best describes why you are leaving the City of Whitewater?

- | | |
|--|---|
| <input type="checkbox"/> Limited advancement | <input type="checkbox"/> Family circumstances |
| <input type="checkbox"/> Unchallenging work | <input type="checkbox"/> Returning to school |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> Employee benefits |
| <input type="checkbox"/> Working conditions | <input type="checkbox"/> Lack of communications |
| <input type="checkbox"/> Supervision/Management | <input type="checkbox"/> Health reasons |
| <input type="checkbox"/> Lack of recognition | <input type="checkbox"/> Quality & productivity standards |
| <input type="checkbox"/> Personality conflicts | <input type="checkbox"/> Insufficient training |
| <input type="checkbox"/> Inconsistent treatment of employees | <input type="checkbox"/> Limited employee input |
| <input type="checkbox"/> Poor morale | <input type="checkbox"/> No decision-making authority |
| <input type="checkbox"/> Better career opportunity | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Work schedule | <input type="checkbox"/> Other – please list _____ |

If leaving for another position, how did you learn about it?

- | | |
|---|--|
| <input type="checkbox"/> Online job posting | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> Social media | <input type="checkbox"/> Friend/relative |
| <input type="checkbox"/> Search firm | <input type="checkbox"/> Other – please list _____ |

Select one reason which best describes what you liked about working at the City of Whitewater

- | | |
|---|---|
| <input type="checkbox"/> Co-workers | <input type="checkbox"/> Technology available |
| <input type="checkbox"/> Challenging work | <input type="checkbox"/> Company philosophy |
| <input type="checkbox"/> Job responsibilities | <input type="checkbox"/> Dynamic organization |
| <input type="checkbox"/> Quality products/standards | <input type="checkbox"/> Competitive pay & benefits |
| <input type="checkbox"/> Job security | <input type="checkbox"/> Other – please list _____ |

Would you ever consider re-employment at the City of Whitewater in the future? ☐ Yes ☐ No

Would you recommend the City of Whitewater to others as a potential employer? ☐ Yes ☐ No

2. Compensation and Employee Benefits

How would you rate the following?	Excellent	Good	Average	Fair	Unacceptable
Compensation received based on job performance and skills	5	4	3	2	1
Effectiveness of company's overall performance review system	5	4	3	2	1
Satisfaction with overall employee benefits offered	5	4	3	2	1
Vacation and holiday benefits	5	4	3	2	1

Comments: _____

3. Communications

How would you rate the following?	Excellent	Good	Average	Fair	Unacceptable
Communications within my department	5	4	3	2	1
Communications with other departments	5	4	3	2	1
Morale in my department	5	4	3	2	1

Comments: _____

4. Training/Job Performance

How would you rate the following?	Excellent	Good	Average	Fair	Unacceptable
Company orientation program	5	4	3	2	1
Training received to perform job responsibilities	5	4	3	2	1
Equipment, technology and tools provided	5	4	3	2	1
Accuracy/effectiveness of performance evaluations received	5	4	3	2	1
Advancement opportunities available	5	4	3	2	1
Utilization of my skills to their potential	5	4	3	2	1
Job expectations against on-the-job responsibilities	5	4	3	2	1

Comments: _____

5. Company Management/Supervision

How would you rate the following?

Excellent Good Average Fair Unacceptable

Executive Management – (Common Council)

Overall evaluation of executive management	5	4	3	2	1
Communication by executive management of business strategies	5	4	3	2	1
Regular communication on status of stated business strategies	5	4	3	2	1
Willingness to listen to and act upon employees' concerns	5	4	3	2	1

Comments: _____

Excellent Good Average Fair Unacceptable

Executive Management – (City Manager)

Overall evaluation of executive management	5	4	3	2	1
Communication by executive management of business strategies	5	4	3	2	1
Regular communication on status of stated business strategies	5	4	3	2	1
Willingness to listen to and act upon employees' concerns	5	4	3	2	1

Comments: _____

Excellent Good Average Fair Unacceptable

Immediate Manager – (if not City Manager)

Managers overall knowledge & competence	5	4	3	2	1
Establishment & communication of meaningful department goals	5	4	3	2	1
Fair and consistent administration of company policies	5	4	3	2	1
Willingness of manager to provide positive recognition	5	4	3	2	1
Promotion of safe working condition and pleasant work setting	5	4	3	2	1
Clear communication of instructions on a regular basis	5	4	3	2	1
Willingness to admit & correct mistakes	5	4	3	2	1
Efforts to keep employees informed	5	4	3	2	1
Willingness to provide appropriate training opportunities	5	4	3	2	1
Display of leadership	5	4	3	2	1

Comments: _____

Thank you for your valued input!

MiPay information-email and password