

	Administrative Regulation		Policy#	17.4
	<h2>Separation of Employment</h2>		Effective:	02/26/2025
			Revised:	N/A
			Owner:	Human Resources

### PURPOSE:

The City is committed to ensuring that the employee separation process is smooth, transparent, and conducted with professionalism and respect. This policy provides clear guidelines for separation procedures while supporting employees as they transition out of City employment.

### SCOPE:

This regulation applies to all employees.

### POLICY:

The City recognizes the dedication and contributions of its employees and is committed to ensuring a smooth, respectful, and well-organized transition when employment ends. The separation process is designed to be fair, supportive, and transparent, prioritizing employee well-being while maintaining compliance with legal requirements and ensuring continuity of City services.

Employee separations are generally effective on the last physically worked day, which should align with a regularly scheduled workday. The City complies with Oregon law regarding final paychecks, ensuring timely payment of all wages, including any eligible accrued leave as appropriate.

To support employees during this transition, health insurance coverage remains active through the end of the month in which separation occurs. Employees may have the option to continue coverage through COBRA or the City's retiree health plan, if eligible, and are encouraged to review available benefits to make informed decisions about their coverage options.

Employees who believe they meet the City's retirement eligibility criteria should also refer to the City's Retirement Benefits Administrative Regulation, linked in the Resources section of this document, for additional details on benefits and continuation options.

### PROCEDURE:

#### 1. Providing Notice of Resignation

- 1.1. Employees are encouraged to provide at least 14 calendar days' written notice before their last working day to allow for a smooth transition.
- 1.2. The written resignation should include the intended last day of work and must be submitted to their immediate supervisor or manager.
2. **Contact Human Resources Benefits**
  - 2.1. Employees are encouraged to contact HR Benefits Administration before their separation to receive information regarding benefit-related items. This includes details on:
    - 2.1.1. When they will be removed from the benefit plan,
    - 2.1.2. Options for continuing benefit coverage,
    - 2.1.3. Eligibility for the City's retirement benefits, and
    - 2.1.4. Information regarding their Health Reimbursement Arrangement (HRA) and Flexible Spending Account (FSA) after separation.
3. **Participation in Exit Process**
  - 3.1. Employees are encouraged to complete an exit interview survey and may request an in-person exit interview with Human Resources (HR). Participation in this process is voluntary.
  - 3.2. Feedback is appreciated on the employees work experience and areas for improvement within the City.
4. **Returning City Property:**
  - 4.1. Employees must return all City property (e.g., keys, ID badge, uniform, equipment, P-card, laptop, cell phone, City issued logoed items) to their supervisor by their last working day.
5. **Final Pay:**
  - 5.1. Employees should ensure their final timesheet is completed and signed off.

## **DEFINITION:**

1. ***"Employee Separation"*** refers to the voluntary end of employment with the City, including resignation and retirements.

2. **"City Property"** refers to all City-purchased equipment, clothing, keys, access cards, identification cards, technology, or other assets provided for work use.
3. **"Professionalism"** refers to an employee's commitment to ethical behavior, respect, and accountability in the workplace, including conducting themselves in a manner that reflects positively on the City and its mission.

## **RESOURCES:**

### Administrative Regulations:

1. [Retirement benefits](#)

### Standard Operating Procedures (SOPs):

1. [Handling Employee Resignations \(Leadership SOP\)](#)
2. HR Employee Resignation