



## CITY OF SPRINGFIELD

Human Resources

# Separation of Employment

Administrative Regulation | Employment & Performance | #3.10

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Effective Date: February 26, 2025

Revised Date:

Supersedes:

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**Note:** Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

## Purpose

To establish clear and consistent standards for ***employee separation*** that are conducted professionally, respectfully, and in compliance with applicable law, while supporting employees through their transition out of City employment.

## Scope

This regulation applies to all City employees.

## Policy

The City recognizes the service and contributions of its employees and is committed to managing separation in a manner that is respectful, transparent, and well organized. The separation process is designed to support employee well-being, ensure compliance with legal requirements, and maintain continuity of City operations.

Employee separations are generally effective on the employee's last physically worked day, which aligns with a regularly scheduled workday unless otherwise approved. The City complies with Oregon law regarding final pay and provides timely payment of all wages, including eligible accrued leave, when applicable.

Health insurance coverage remains active through the end of the month in which separation occurs. Eligible employees may elect to continue coverage through COBRA or, where applicable, the City's retiree health plan. Employees are encouraged to review benefits continuation options to make informed decisions.

Employees who believe they meet the City's retirement eligibility criteria should refer to the City's Retirement Benefits administrative regulation for additional information.

## Procedure

### 1. Providing Notice of Resignation

- a. Employees are encouraged to provide at least fourteen (14) calendar days' written notice prior to their last working day to support an orderly transition.
- b. The written resignation includes the employee's intended last day of work and is submitted to the employee's immediate supervisor or manager.

### 2. Contact Human Resources Benefits

- a. Employees are encouraged to contact HR Benefits prior to separation to receive information related to benefits, including:
  - (1) The date benefit coverage ends;
  - (2) Options for continuing coverage, including COBRA, if applicable;
  - (3) Eligibility for the City's retirement benefits, and
  - (4) Information regarding the Health Reimbursement Arrangement (HRA) and Flexible Spending Account (FSA) following separation.

### 3. Participation in Exit Process

- a. Employees are encouraged to complete an exit interview survey and may request an in-person exit interview with Human Resources (HR). Participation is voluntary.
- b. Employees are encouraged to provide feedback regarding their work experience and suggestions for improvement within the City.

### 4. Returning City Property

- a. Employees must return all City-issued property, including equipment, identification badges, and access devices, to their supervisor no later than their last working day.

### 5. Final Timesheet and Pay Processing

- a. Employees ensure their final timesheet is completed and approved prior to separation to support timely final pay processing.
- b. Final pay is issued in accordance with applicable Oregon wage and hour laws.

### 6. Separation Checklist

- a. Employees are encouraged to review and complete the Employee *Separation* Checklist, which outlines step-by-step responsibilities during offboarding (See Resources).

## Definitions

Term:	Definition
<b><i>Employee Separation:</i></b>	The voluntary end of employment with the City, including resignation or retirement.
<b><i>City Property:</i></b>	City-purchased or City-issued equipment, clothing, keys, access cards, identification badges, technology, or other assets provided for work-related use.
<b><i>Professionalism:</i></b>	An employee's commitment to ethical conduct, respect, and accountability in the workplace, including behavior that reflects positively on the City and its mission.

## Related Resources

### Administrative Regulations:

- [Retirement Benefits](#)

### Forms:

- [Employee Separation Checklist](#)

### Standard Operating Procedures (SOPs):

- [Handling Employee Resignations \(Leadership SOP\)](#)
- HR Employee Resignation