



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-8 Effective Date: TBD

SUBJECT: EMPLOYEE SEPARATION

PURPOSE:

To establish uniform guidelines to ensure consistent procedures for separating employees from City service due to resignation, retirement, termination, or death, and to provide for the orderly accounting and return of City issued property.

POLICY:

I. Notice of Separation/Departmental Forms Processing

- A. Employees are encouraged to provide their supervisor with a minimum of two weeks' notice of their intention to separate from City employment.. At the time of notice, the employee will complete and sign a Resignation/Retirement Form. In the event of a planned retirement, an employee should provide sufficient notice to the department to allow for budgeting of possible sick and vacation leave payoffs. See (V-13) Retirement Policy (CalPERS), for more information on retirement.
- B. An employee's separation date should be the last day worked. Upon supervisor or manager approval, the employee may instead request that their separation date be an authorized paid leave (vacation or compensatory time; sick leave may be used if employee has a medical certification on file or workers compensation case) not to exceed two weeks. An employee may not request their separation date to fall on a City designated holiday, **unless the employee is scheduled to work on such holiday as a regularly scheduled workday.**
- C. The supervisor will use the Employee Separation Checklist Form to account for all City property being returned. The Finance Department will determine the value of City property. Property not returned by the employee will be deducted from the employee's final paycheck as permitted by law.
- D. Departments will notify Human Resources of impending separations by



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submitting an electronic Personnel Action Form with the above-mentioned forms.

II. Separation Processing

- A. Separating employees are not required to meet with Human Resources staff before separating from employment. However, an employee may contact Human Resources via telephone or request a personal appointment if the employee wishes to obtain information regarding the following:
1. Public Employees' Retirement System (PERS)
 2. Deferred compensation
 3. Health and dental insurance
 4. Retiree programs (if applicable)
 5. Address changes/verifications
 6. Other benefits information
- B. Employees that may have an outstanding debt with the City related to unpaid insurance premiums or overpayment in salary, will have their final paycheck reduced for the amount owed to the City as permitted by law. If the final paycheck is not sufficient to cover the debt, the separating employee will be invoiced for the outstanding amount and responsible to paying the City directly. Failure to satisfy the debt may result in the City taking necessary action in accordance with established debt collection process.
- C. Employees may contact the Payroll Division for information regarding final paycheck and/or payoff check. Vacation, Comp Time, Sick Leave and other applicable accrual balances will be paid in accordance to the City's Fringe Benefit and Salary Plan. California Labor Code Section 220(b) provides an exemption to municipal corporations from the requirement to provide final payment of wages and benefits to the separating employee within 72 hours of the separation date. Therefore, the City will issue a final paycheck to the separating employee within a reasonable time, which has been determined to be with the regular paycheck processing for the pay period in which the employee separates.
- D. For temporary/seasonal employees, the Human Resources Department will automatically process a Deferred Compensation Payout Request Form at the end of temporary service upon receipt of the Personnel Action Form in accordance with Internal Revenue Service guidelines.

III. Death of Employee

- A. Upon receiving notification of the death of an employee, the department must notify the Human Resources Department immediately. The separation date of

employment shall be made effective as of the date of the employee's death. The forms identified in Section I (B-E) must be completed and returned to Human Resources.

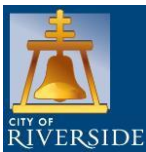
Departments may also contact the Employee Assistance Program (EAP) to request that a representative be available on-site to assist co-workers in dealing with the employee's death. Departments may also wish to refer surviving family members to the Employee Assistance Program for grief counseling. The Human Resources Department staff are also available to coordinate such services.

- B. The Human Resources Department will coordinate, with the deceased employee's beneficiaries, the completion of all necessary paperwork for benefit claims including Life, Accidental Death and Dismemberment (if applicable), and CalPERS. Human Resources will also request that the appropriate deferred compensation representatives contact the employee's beneficiaries, if applicable.
- C. The Payroll Division of the Finance Department will calculate the final paycheck and/or payoff check as applicable and make it payable to the beneficiary listed on the employee's most recent *Designation of Beneficiary Authorized to Receive Final Payroll Check in the Event of Death Form*.

The Human Resources Department will have administrative authority to update any attached forms to this policy on an as-needed basis.

Attachments:

- 1. Employee Issue and Separation Checklist
- 2. Resignation/Retirement Form



**CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
EMPLOYEE ISSUE AND SEPARATION CHECKLIST**

Name: _____

Employee Identification #: _____

Department: _____

Division: _____

Locker #: _____

CITY PROPERTY ISSUED						RETURNED CITY PROPERTY			
	Amount Issued	Serial #	Date Issued	Employee's Initials	Supervisor's Initials	Date Returned	Employee's Initials	Supervisor's Initials	N/A
I.D. Card*									
Parking Card*									
Conflict of Interest**									
Uniforms/Jackets/Boots									
Keys									
Vehicle Identification Card									
Manuals/Software									
Tools									
Pager/Cellular									
Personal Protective									
Laptop Computer/iPAD									
P - Card									
Outstanding Cash									
VPN Token									
Home Use Equipment									
Other:									

(Attach additional listing as needed)

*Should be returned to Human Resources

**Should be returned to the City Clerk's Office

Property NOT returned by the employee will be deducted from the employee's final paycheck

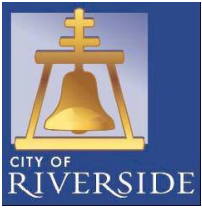
OTHER SEPARATION ITEMS	
Email/Voicemail	Supervisor should contact IT to disable email access and Telecommunications to reset voicemail password.
Resignation/Retirement Form	Employee and supervisor should review and complete form.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____



**CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT**

RESIGNATION/RETIREMENT FORM

Please complete the information below and submit the form to your department two weeks prior to the separation date.

I, _____, have been employed by the City of Riverside since

_____. My employee ID is _____.

My present classification is _____, and my present salary is

\$ _____.

I will be **retiring** from the City of Riverside as of this effective date (last day on Payroll):

Important Note: The effective date of retirement with the City should be the last day you are on Payroll. This will usually be your last day of work. This date cannot be the same as your official CalPERS retirement date, for example, if your last day work with the City is 12/30/15, then your CalPERS retirement date can be 12/31/15 or any date after 12/30/15.

OR

I will be **resigning** from the City of Riverside as of this effective date (last day on Payroll):

I herewith submit my voluntary **resignation** for the following reason:

Employee's Signature

Date

Department Head's Signature

Date

Reinstatement for voluntary resignations

An employee who resigns may be considered for reinstatement to the position previously held subject to the following requirements based on Human Resources Policy and Procedure Manual I-4:

1. Recommendation of the Department Head.
2. Approval of the Human Resources Director.
3. A favorable medical report from the City's medical examiner.
4. Reinstatement must take place within one year from the date of resignation.