



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-8 Effective Date: TBD
Number: I-10 Effective Date: 06/06

Okay.SUBJECT: EMPLOYEE SEPARATION

PURPOSE:

To ~~define the~~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. work items belonging to the City of Riverside.

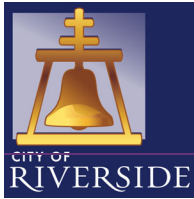
POLICY:

I. Notice of Separation/Departmental Forms Processing

A. ~~An employee will~~Employees are encouraged to provide their supervisor with a minimum of two weeks' notice of their intention to notify his or her supervisor at least two weeks prior to the date he or she intends to separate from City employment. with the City. 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 ~~attempt to~~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 hHoliday, unless the employee is scheduled to work on such holiday as a regularly scheduled workday.

~~B. In all cases, the Notice of Employee Separation Form will be completed and, if possible, signed by the employee.~~



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- C. _____ The supervisor will use the Employee Separation Checklist Form to account for all City ~~owned items~~ property being returned. The Finance Department will determine the value of City property. ~~replacement cost of items~~ 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 submitting an electronic Personnel Action Form with the above-mentioned forms.

D.

II. Separation Processing **Appointment**

- ~~—~~ 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 ~~and~~ request an personal appointment if ~~he/she the employee~~ wishes ~~erto~~ obtain information regarding the following ~~via telephone~~: It is the separating employee's responsibility to schedule an appointment with the Human Resources Department for separation processing. The employee may request that this appointment be conducted in person or by telephone.
- ~~B. Separation processing includes discussion of benefit-related issues including:~~
 - ~~—~~ 1. Final paycheck and/or payoff check
 - ~~—~~ 12. Public Employees' Retirement System (PERS)
 - 32. Deferred compensation
 - 43. Health and dental insurance
 - 54. Retiree programs (if applicable)
 - 65. Address changes/verifications
 - 76. Other benefits information
- ~~—~~ CB. 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 Ssection 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, are not required to schedule a separation processing appointment. The Human Resources Department shall provide separated temporary employees will automatically process a~~ dDeferred eCompensation pPayout rRequest Fform 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 Departments 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. of the death of an employee.~~ The forms identified in Section I (B-~~D~~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. In the event Payroll does not have a beneficiary designation form on file, the Payroll Division will be required to~~

PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
<u>Employee</u>	<u>1. Notifies Supervisor of intention to separate at least two weeks prior to effective date.</u>

- | | | |
|-----------------|-----|---|
| | 2. | Schedules a personal or telephone separation processing appointment with Human Resources. |
| Department | 3. | Ensures that the Resignation Form, Notice of Employee Checklist Form and Personnel Action Form are completed and submitted to Human Resources. |
| | 4. | Sends employee acknowledgment of resignation letter. (See Human Resources for sample) |
| | 5. | Notifies Human Resources of death of an employee. |
| | 6. | Contacts the Employee Assistance Program to request the on-site availability of a representative for grief counseling when an employee has died. |
| | 7. | Advises the deceased employee's family of the availability of grief counseling through the Employee Assistance Program. |
| | 8. | Collects all City owned items issued to employee. |
| | 9. | Notifies Payroll of any items not listed on Employee Check List Form not returned and the amount to deduct from the final paycheck. |
| Human Resources | 10. | Provides available benefits information to employee at time of separation processing appointment. |
| | 11. | Completes and submits claim forms for applicable Life Insurance, Accidental Death and Dismemberment, and CalPERS accounts in the event of an employee's death. |
| | 12. | Notifies deferred compensation representatives and requests contact with the beneficiary in the event of an |



- ~~Finance Department/Payroll Division~~ — 13. ~~Prepares final paycheck after receipt of separation Personnel Action Form from Human Resources.~~ ~~employee's death.~~
- 14. ~~Processes final paycheck made payable to beneficiary in event of employee's death.~~
- ~~Human Resources~~ — 15. ~~Files Employee Separation Checklist, Notice of Employee Separation, Personnel Action Forms and City ID card in employee official personnel file.~~
- ~~Employee~~ — 16. ~~Completes and submits all paperwork provided during exit interview appointment.~~

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.~~ Notice of Employee Separation
- ~~23.~~ Resignation/Retirement Form

City of Riverside
EMPLOYEE SEPARATION CHECKLIST

Name: _____

Department: _____

Locker #: _____

RETURNED

	Amount	Serial #	Date	Employee's Initials	Supervisor's Initials	N/A
I.D. Card						
Conflict of Interest	Should be returned to City Clerk's Office.					
Uniforms, Uniform Jackets, Rain Gear, Rubber Boots						
Keys						

Vehicle Identification Card						
Manuals						
Tools						
Pager/Cellular Phone						
Personal Protective Equipment						
Laptop Computer						
Computer Purchase Plan						

Outstanding Cash Advances						
Other:						

SEPARATION DOCUMENTS	
Exit Interview	Should be scheduled by employee with the Human Resources Department for any benefit related forms (909-951-826-5639).
Notice of Employee Separation	Employee and supervisor should review and complete form.
Resignation Form	Employee and supervisor should review and complete form.

*Attach additional listing as needed.

Employee Signature: _____

Supervisor Signature: _____

cc: _____ Personnel File
 _____ Department
 _____ Employee



CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
EMPLOYEE ISSUE AND SEPARATION CHECKLIST

Name: _____ Employee Identification #: _____

Department: _____ Division: _____

Locker #: _____

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

(Attach additional listing as needed)

*Should be returned to Human Resources

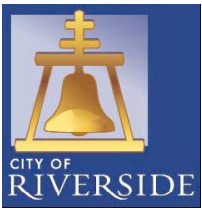
**Should be returned to the City Clerk's Office

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

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

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.