

SEPARATION POLICY

INTRODUCTION

Purpose: To provide guidelines for employees regarding separation from employment.

Policy: Separation from employment shall be designated as one of the following types: resignation, job abandonment, end of temporary appointment, ineligible, reduction-in-force, inability to perform required tasks, death, or dismissal. Employees who separate employment shall receive a payment for all earned salary subject to the limitations outlined in the Personnel Merit System at Chapter 2-14 of the Broomfield Municipal Code. All records, assets, uniforms, and other items of City and County property assigned to the employee must be accounted for and items missing shall be valued and reported to the Departmental representative responsible for tracking inventory. The HR Department will conduct exit interviews for full time and benefited part time employees prior to their last day of employment.

Unauthorized absences from work for a period of three or more days may be considered job abandonment.

Procedure:

Employee's Responsibilities:

To resign from City and County employment, the employee should give his/her immediate supervisor a written notice of resignation stating the last day he/she will actually work and the reasons for his/her resignation. A form for this purpose is available from on the city's website or in the Human Resources Department.

The employee must return any City and County uniforms, purchasing card, keys, equipment, and other City and County property to his/her immediate supervisor.

The employee's effective date of separation from employment shall be the last day he/she will be actively at work while in attendance at his/her workstation. This date may not be extended to include accrued leaves (See "Leave Policy" in the Employees' Handbook for information on final payment of accrued leaves upon separation.).

The separated employee must be sure to keep the Human Resources Department informed of his/her forwarding address so his/her W-2 form (for income tax purposes) can be sent to him/her in January of the next year. It is also important to advise the Human Resources Department of any subsequent address changes should the employee have vested balances in any of the City and County's retirement programs.

Supervisor's Responsibilities:

Upon receipt of the separation notice (verbal or written), the supervisor shall submit the separation notice to Human Resources (If the notice is verbal, the supervisor shall notify Human Resources and attempt to obtain a written notice from the employee).

The immediate supervisor must assure that all city property is collected from the employee. The supervisor shall collect all keys, ID cards, purchasing card and uniforms prior to the employee's departure.

The immediate supervisor shall complete the process required by the IT department to close out any IT accounts. The immediate supervisor shall disable any web-based access granted to the employee.

The immediate supervisor shall notify other departmental employees of the employee's departure.

The department is responsible for tracking the time limits for temporary and limited term appointments to assure the employee does not exceed his/her end of appointment date.

Exit Interview: Prior to separation from City and County employment, the employee will be required to complete an exit interview with the Human Resources Department. The following items will be discussed at this interview:

- The final personnel action form
- The reasons surrounding the separation from City and County employment
- Feedback on working conditions and the employee's impressions of City and County employment
- What happens to the employee's insurances, pension programs, and leave balances
- How the final paycheck will be calculated and distributed.