

City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

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Human Resources Director

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Number: I-8 Effective Date: 07/06

SUBJECT: EMPLOYEE SEPARATION

PURPOSE:

To define the procedure for separating employees from City service due to resignation, retirement, termination, or death, and to provide for the orderly accounting and return of issued work items belonging to the City of Riverside.

POLICY:

I. Notice of Separation/Departmental Forms Processing

- A. An employee will notify his or her supervisor at least two weeks prior to the date he or she intends to separate from employment with the City. At the time of notice, the employee will complete and sign a Resignation 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 Retirement Policy (CalPERS), for more information on retirement.
- B. In all cases, the Notice of Employee Separation Form will be completed and, if possible, signed by the employee.
- C. The supervisor will use the Employee Separation Checklist Form to account for all City-owned items being returned. The replacement cost of items not returned by the employee will be deducted from the employee's final paycheck.
- D. Departments will notify Human Resources of impending separation by submitting a Personnel Action Form with the above-mentioned forms.

II. Separation Processing Appointment

- A. 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
 2. Public Employees' Retirement System (PERS)
 3. Deferred compensation
 4. Health and dental insurance
 5. Retiree programs (if applicable)
 6. Address changes/verifications
 7. Other benefits information
- C. Temporary/Seasonal employees are not required to schedule a separation processing appointment. The Human Resources Department shall provide separated temporary employees 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. Departments must notify the Human Resources Department immediately of the death of an employee. The forms identified in Section I (B-D) 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 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*.

PROCEDURE:

Responsibility	Action
Employee	<ol style="list-style-type: none">1. Notifies Supervisor of intention to separate at least two weeks prior to effective date.2. Schedules a personal or telephone separation processing appointment with Human Resources.
Department	<ol style="list-style-type: none">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	<ol style="list-style-type: none">10. Provides available benefits information to employee at time of separation processing appointment.



Finance Department/Payroll Division

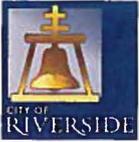
Human Resources

Employee

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

Attachments:

1. Employee Separation Checklist
2. Notice of Employee Separation
3. Resignation



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

Name: _____
 Department: _____
 Locker #: _____

Employee Identification #: _____
 Division: _____

RETURNED						
	Amount	Serial #	Date	Employee's Initials	Supervisor's Initials	N/A
I.D. Card	Should be returned to the Human Resources Department					
Parking Card	Should be returned to the Human Resources Department					
Conflict of Interest	Should be returned to City Clerk's Office.					
Uniforms, Uniform Jackets, Rain Gear, Rubber Boots						
Keys						
Vehicle Identification Card						
Manuals/Software						
Tools						
Pager/Cellular Phone/PDA						
Personal Protective Equipment						
Laptop Computer						
P - Card						
Outstanding Cash Advances						
VPN Token						
Home Use Equipment						
Other:						

OTHER SEPARATION ITEMS	
Exit Interview	May be scheduled by employee with the Human Resources Department for any benefit related questions/forms (951-826-5639).
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.

*Attach additional listing as needed.

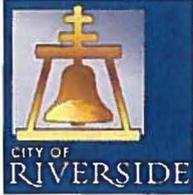
Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

cc: Personnel File
 Department
 Employee



**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: _____

OR

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

Effective date of resignation: _____.

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.