
808.33 SUBJECT: CLEARANCE OF AN EMPLOYEE LEAVING CITY SERVICE

:1 OBJECTIVE:

Establish a procedure to process an employee leaving City Service.

:2 AUTHORITY:

This procedure amended by City Council October 5, 2009.

:3 DIRECTION:

Human Resources Division Manager, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Chief Administrative Officer or designee.

:4 METHOD OF OPERATION:

A. General

1. Non-Civil Service Employee

A non-Civil Service employee leaving City employment must be cleared by the Department, Office, or Division in which employed and by the Human Resources Division before the final paycheck is requested. This procedure will:

- a) Assume the return of City property by the employee.
- b) Settle matters regarding any deductions for monies owed to the City, and/or reimbursement due the employee.
- c) Provide an explanation of the employee's status regarding retirement benefits, if applicable.
- d) Provide an explanation of employee's rights generally.
- e) Conduct an Exit Interview, and
- f) Provide explanation of employee's right under Federal COBRA Act to continue health care coverage.

2. Civil Service Employee

A Civil Service employee leaving City service must complete the respective Department's Sign-Out Form, which will satisfy the employee's obligation to the City before final Payroll Time Report Form is submitted to Payroll.

B. Separation Form

The Unit or Department of the non-Civil Service employee leaving City service must complete the online Separation Form to ensure that all necessary clearances are obtained. (See Policy and Procedures 808.36 for instructions.)

C. Sign-Out Form

The Human Resources Division will complete a Sign-Out Form to ensure that final clearance has been obtained. (Section 4 of online separation form will be completed by Human Resources.)

D. Clearance By Non-Civil Employee's Department

1. The employee will receive clearance by the Department, Office, or Division in which employed. The Department, Office, or Division will certify that the employee has turned in or is no longer accountable for the following:
 - a) Damage Assessment Committee (Satisfaction of Assessment)
 - b) Property Custodian Clearance
 - c) Library Material
 - d) Policy and Procedures Manuals
 - e) Work Equipment
 - f) Petty Cash Fund
 - g) Map Book
 - h) Supervisor's Manual
 - i) Fuel Card
 - j) Uniform
2. After clearing the employee, the online Separation Form must be submitted to the Human Resources Division for further processing. If the employee is not cleared for any of the above listed items, such items must be identified and amount owed to the City recorded in Section 3 of Separation Form.

NOTE: The Separation Form and Final Payroll must be submitted to the Employee Benefits Section, Human Resources Division, no later than 12:00 Noon Monday in order for the employee's check to be available on the following Friday.

NOTE: Supervisors of separating employees are required to notify the Technology Management Division via their Technology Management Business Analyst, that this employee is separating from the City. Technology Management will arrange to have all computer files on the separating employees' computer copied to disk, which will then be labeled and forwarded to the Records Archive Section of the City Clerk's Office. This procedure is mandatory for any separating employee that used a City computer.

NOTE: The Purchasing Agent shall be advised by the Department Director, Office Head, or Division Manager when a Property Custodian is leaving City service. Such advisement must be given a minimum of five (5) working days prior to the employee's last day of service with the City.

The Comptroller must be advised by the Department Director, Office Head or Division Manager when a Petty Cash Custodian is leaving City service. Such advisement must be given a minimum of five (5) working days prior to the employee's last day of service with the City.

E. Clearance By Human Resources Division

1. Upon receipt of the online Separation Form, the Human Resources Division will clear the employee for the following:
 - a) Advanced Sick/Personal Leave
 - b) Educational Reimbursement Program
 - c) Savings Bonds Program
 - d) Computer loans
 - e) Cityflex Insurance Deduction(s)

Should the employee owe the City, the amount owed will be entered on the Separation Form, Section "For Personnel Use Only." Should a refund be due the employee (i.e. bonds), the appropriate request form will be attached.

The Human Resources Division will forward the online Separation Form to Payroll for processing and issuance of final check.

2. After the final payroll check is prepared by Payroll, it will be returned to the Human Resources Division for appropriate distribution and final clearance.
3. The Human Resources Division will ensure final clearance for the following:
 - a) City Identification Cards
 - b) Deferred Compensation
 - c) Parking Pass
 - d) Mailing Address for W-2 Forms
 - e) COBRA Act Information for Health Insurance
4. An Exit Interview will be conducted at the time of final clearance by an employee of the Benefits Section.

:5 FORMS:

Separation Form (Rev. 11/86)

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Council Minutes February 4, 1974, Item 15; amended May 6, 1974, Item 60; procedure renumbered from 708.33 and amended January 23, 1984, Item 13 A-19; amended August 13, 1984, Item 12, A-10; amended May 13, 1985, Item 15, A-2; amended December 28, 1987, Item 14, A-23; amended April 3, 2000, Item 2PPP; amended September 15, 2003; re-formatted only April 2004; amended October 5, 2009, Item A-4.

:8 EFFECTIVE DATE:

This procedure effective October 5, 2009.