

Policy: 1640.2, Termination/Retirement/Promotion/Demotion/Transfer of Professional Staff

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Distribution Group: All Employees

Review Responsibility: Support Services Manager

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Chief of Police: Eric D. Smith

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I. PURPOSE

The following sections contain information on the procedures managers, supervisors, and designees must take to terminate probationary employees, dismissal of permanent employees for cause, resignations, retirement, and checkout procedures.

II.POLICY

This directive sets forth guidelines for managers, supervisors, and designees to follow when terminating, promoting, or transferring professional staff, including retirement. Professional staff is defined as any non-sworn employee, to include temporary/seasonal employees, of the Department..

III.DEFINITIONS

None

IV.PROCEDURES

1. TERMINATION/RETIREMENT PROCEDURES

The following sections establish guidelines for handling retirements, termination of probationary employees, dismissal of permanent employees for cause, resignations, and checkout procedures.

1.1 RETIREMENT

Employees that meet retirement age (55 or older) with ten or more years of service shall submit, via the chain of command, a memorandum to the Chief of Police announcing their intent to retire. Should the employee wish to utilize OPH Fitness Center after retirement, the employee should request an OPD Retiree ID Access Card in the letter. The application for service retirement benefits will be provided by Employee Benefits and shall be submitted with the employee's retirement memorandum. Upon receipt of the employee's letter of intent to retire, the Chief's Office notifies the Human Resources Department and sends a copy of the letter back via the chain of command to the employee.

Professional staff retiring with 20 or more years of service (regardless of age) with the Orlando Police Department and who have worn a badge as part of their uniform will be awarded a "retired" breast badge, ID Card and "retired" identification folder. This includes Community Service Officers, Emergency Communications Specialists and Crime Scene Investigators. Professional Staff who retire with less than 20 years of service with the Orlando Police Department shall not be entitled to an OPD Retiree ID Card and/or access to OPH Fitness Center.

Retiree access control keycards will be automatically suspended or deactivated after one (1) year of inactivity within the access control system. Retirees requesting reactivation of a suspended or deactivated keycard must submit a request via email to the Support Services Division Manager. A request for reactivation will be reviewed and determined by the Support Services Division Manager after consultation with the Administrative Bureau Director.

1.1.1 ELIGIBILITY FOR GIFT

After notification from the Chief's Office, the Human Resources Department shall determine if the employee is eligible to receive a retirement gift from the City. This determination can be made based on the current procedure of the Employee Benefits Section and the City Clerk's Office.

The gift will be delivered to the City Clerk's Office. The City Clerk will arrange a time for the employee to appear before City Council to receive the gift.

In addition to the gift from the City, professional staff retiring from the Department may receive a service plaque from the Department. The Chief of Police, under extraordinary circumstances, may provide special recognition.

Note: City Policy 808.46; Provide policy for departmental processing of awards for employees with 25 years or more of City service.

1.2 RESIGNATION

The procedures necessary for handling resignations shall include the submission of a letter of resignation (via a memorandum), completion of a Termination process in Workday, contact of the Labor Relations Bureau (if necessary), and completion of checkout procedures. Upon receipt of the employee's letter of intent to resign, the Chief's Office notifies the Human Resources Department and sends a copy of the letter back via the chain of command to the employee.

1.2.1 LETTER OF RESIGNATION

The resigning employee shall complete a letter of resignation and submit it to the Chief of Police via the chain of command, via a memorandum.

1.2.2 CONTACTING THE LABOR RELATIONS BUREAU

If the employee resigns while termination proceedings are pending or initiated, the program manager/designee shall contact the Labor Relations Bureau and fully explain the circumstances surrounding the resignation.

1.3 TERMINATION OF PROBATIONARY EMPLOYEE

All terminations of probationary employees shall follow City Policy and Procedure 808.20, Disciplinary Action and OPD Policy 1604, Discipline. The termination of temporary academy or non-sworn temporary employees in police orientation are contractual and are terminated as described in their contract. These procedures include contacting the Labor Relations Bureau, the submission of a letter of dismissal, the completion of a Termination in Workday and checkout procedures.

1.3.1 CONTACTING THE LABOR RELATIONS BUREAU

The terminating manager or designee shall contact the Human Relations Department to provide reasons for the employee's termination.

1.4 DISMISSAL OF PERMANENT EMPLOYEE FOR CAUSE

Once discipline has been determined to result in dismissal for cause in accordance with City Policy and Procedure 808.20, Disciplinary Action and OPD Policy 1604, Discipline, termination procedures include contacting the Labor Relations Bureau, submission of a letter of dismissal, completion of the Termination process in Workday, and checkout procedures.

1.4.1 CONTACTING THE LABOR RELATIONS BUREAU

The terminating manager or designee shall contact the Labor Relations Bureau to provide the reasons for the dismissal, as outlines in City Policy and Procedure 808.20, Disciplinary Action.

1.4.2 LETTER OF DISMISSAL

Once a dismissal Letter is received from Labor Relations Bureau, the respective terminating manager shall forward the letter, through their Bureau chain of command, to the Chief of Police for final review and approval.

Note: It is the responsibility of the initiating termination manager to present and review the dismissal letter with the respective employee. The terminating manager shall ensure that a supervisor or other authorized personnel is present during the dismissal discussion. A secure and appropriate location for the meeting should be predetermined prior to conducting the discussion.

1.5 CHECKOUT PROCEDURES FOR ALL TERMINATIONS

The program manager/designee shall complete the top portion of the Orlando Police Department Professional Staff Sign-Out Form, which includes the employee's name, identification number, present date, and employment dates. The program manager/designee shall instruct the employee to complete the applicable checkout procedures listed on the Orlando Police Department Professional Staff Sign-Out Form (Attachment A). If the employee is not available to

complete the sign out form, the program manager/designee is responsible for having the sign-out form completed and submitting the close out form on the employee's behalf. The Police Planning Administrator, or designee, will upload the Sign-Out form into Workday as part of the Workday separation process.

1.6 TERMINATIONS IN WORKDAY

The Professional Services Police Service Coordinator shall initiate retirement and resignation terminations in Workday, upon receipt of the retirement or resignation letter provided by the Office of the Chief of Police. If a termination is not a retirement or resignation, it is the responsibility of the separating employee's program manager to provide the required termination information to the Police Service Coordinator, who will then initiate the termination process in Workday. Workday will automatically send the employee's program manager a Separation Checklist to complete, sign and resubmit in Workday to complete the termination process. The Police Planning Administrator, or designee, will upload the Sign-Out form into Workday as part of the Workday separation process.

2. INITIATING A PROMOTION, DEMOTION, OR TRANSFER

2.1 INITIATING A PROMOTION, DEMOTION, OR TRANSFER

This process is only necessary when an employee is transferring to a new position from another City job. The employee's previous manager/supervisor/designee will be responsible for initiating a Promotion/Demotion/Transfer in Workday. The Promotion/Demotion/Transfer will be completed in Workday at least one week prior to the effective date.

2.2 PERSONNEL TRANSACTION FORM

When an employee is promoted, transferred or demoted, a Personnel Transaction Form (PTF--Attachment A in P&P 1606, Employee Information Update and Security) shall be completed by the staff/administrative assistant for the division from which the affected employee is being promoted, transferred or demoted. Electronic copies of the form shall be sent to OPD Payroll as well as the Support Services Division staff assistant and the Police Service Coordinator in order to ensure that the Department's internal personnel database and PowerDMS remain current. An employee transferred to a position listed in OPD Policy 1301, Significant Exposure Appendix "A" shall be offered a Hepatitis B Vaccination. The vaccination will be made available within at least ten working days of initial assignment. The Hepatitis B Vaccination Documentation Form (Policy 1301, Significant Exposure, Attachment F) shall be attached to the Personnel Transaction Form (PTF--Attachment A in P&P 1606, Employee Information Update and Security) and submitted to the Support Services Division Staff Assistant.

V.FORMS AND APPENDICES

Attachment A-Professional Staff Sign-Out Form

VI.REFERENCES

This policy rescinds Policy and Procedure 1640.1

Related Policies: City Policies [808.20](#) and [808.46](#)

Related Laws: Not Applicable