

12. RESIGNATION

12.1. Notice

An employee may resign by giving written notice of the effective resignation date to his/her supervisor. The requested minimum amount of written notice is fourteen (14) days. However, a resignation may be accepted immediately upon receipt when the notice requirement is waived by the Department Head.

12.2. Return of City Property

To resign in good standing, an employee must return all City property, including clothing, keys, tools, equipment, and any other items of value. If the employee has not returned City property within the time allotted to do so, the City may retain the replacement value of any non-returned City property from any amount otherwise payable to the employee at termination.

12.3. Withdrawal

At the discretion of the Department Head, an employee may request to withdraw a resignation at any time prior to its effective date, provided the position has not already been filled by issuance of a job offer letter. The City Manager shall consider the request and may determine to either accept the request or to deny the request. The City Managers decision is final and not subject to appeal.

12.4. No Notice

Failure to give notice as required by this section may be cause for denying future employment rehire consideration by the City.

12.5. Job Abandonment

An employee who is absent from work without approved leave for a period of three (3) consecutive work days is considered by the City to have abandoned his/her position and may be discharged. When a preliminary determination has been made that an employee has abandoned his/her job, the employee shall be given a notice of this preliminary determination and shall be provided a reasonable time period in which to respond to the proposed termination. An employee discharged under this provision may appeal the action under the provisions of the disciplinary appeal procedure.

12.6. Supervisor Responsibilities

Following receipt of notification of an employee's resignation, the supervisor will initiate the following actions:

- A. Accept the resignation by written response.
- B. Forward the letter of resignation to the City Manager and Personnel Department, complete and submit an Employee Personnel Action Request Form to the Personnel Office.
- C. Arrange to have an exit interview conducted with the employee no later than the last day of employment.

12.7. Final Paycheck

A paycheck may be issued on the last day of employment when the employee resigns in good standing and shall be issued not later than the next regular payroll date following the last day of employment. A paycheck will be issued on the last day of employment or as soon thereafter as is reasonably practical when the employee is involuntarily terminated from employment.