

CITY OF WACO

SEPARATION FROM EMPLOYMENT

Policies and Procedures

DTG-2

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Revised 08/24/04

A. Statement of Purpose

To ensure accurate and timely processing of employees who are being separated from city employment, consistent with positive employee relations practices.

B. General Policy

The categories of separation are:

1. Voluntary separations, including:
 - a. **Resignation**
 - i. An employee may leave City employment in good standing by submitting written notice two weeks prior to resignation.
 - ii. Written notice should be submitted to the employee's supervisor or department director.
 - iii. The department director or designee may waive, at its discretion, the requirement to submit two weeks notice.
 - b. **The following are regarded as Resignations:**
 - i. An absence of three or more consecutive working days without notice to the City.
 - ii. Failure to return from leave of absence as arranged with the City.
 - iii. Failure to return from reduction in force upon recall.
 - c. **Retirement.** Includes qualification for benefits under the Texas Municipal Retirement System.
2. Involuntary separations, including:
 - a. **Reduction in Force** refers to when employees may be laid off without reflection on standing due to lack of work or available funds.
 - b. **Discharge** means separation from city employment for violations of standards of conduct or safety regulations, unsatisfactory job performance, or any other reason deemed by the City to warrant discharge.
 - c. **Deceased.** The death of an employee in active employment.

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C. Procedures

A Separation from Employment form must be completed and provided to the Human Resources Department with appropriate supporting documentation.



Larry D. Groth, P.E., City Manager
August 24, 2004