

A. Statement of Purpose

The purpose of this policy is to describe the responsibilities of the employee, the supervisor/department, and Human Resources when an employee separates from employment with the City of Waco.

B. General Procedures

The following documentation and steps must be completed prior to or directly following an employee separating from employment:

1. Employee

- (a) If resigning, employee should submit a resignation letter in writing to their immediate supervisor as soon as practicable.
- (b) All City issued items including keys, uniforms, equipment, credit cards, etc. must be returned to the employee's supervisor.
- (c) Employee should report to Human Resources on or before their last day to complete all exit paperwork. Employees can pick up their final paycheck in the Human Resources Department on the next regularly scheduled payday after separating. An exit interview form will be provided to the employee, which will give the employee an opportunity to address any pertinent employment issues.
- (d) Employees should contact Human Resources at least 30 days prior to considering retirement, in order to have all necessary paperwork completed.

2. Supervisor/Department

- (a) Once a resignation letter is received, a Separation From Employment Form should be completed and forwarded immediately to Human Resources, along with the employee's resignation letter and the departmental file.
- (b) The supervisor or designee should complete the Department Check Release Form and forward to Human Resources as soon as all issued City property is returned by the exiting employee.

3. Human Resources

- (a) Human Resources is available to meet with the terminating employee prior to their last day to complete all exit paperwork. Exit paperwork includes

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providing an exit interview form, TMRS information regarding retirement benefits, health plan information, and Employee Check Release Form.

- (b) Human Resources prepares quarterly and annual Employee Turnover Reports and Exit Interview Reports based upon the information provided by each terminating employee in their exit interview. Each report is provided to the City Manager and to Department Directors.
- (c) Human Resources receives the final paychecks for separating employees after being processed by Finance and distributes the checks as directed by the employee on the final check authorization form.
- (d) Human Resources maintains History Cards for all current and previous employees. The History Card provides a summary of the employee's personal information and service record while employed with the City. Upon separation, Human Resources will document the employee's reason for leaving and the amounts of any holiday, vacation, and sick leave paid to the employee in their final paycheck.
- (e) Human Resources will file all separated employee personnel files by year and forward to archives for retention in accordance with retention schedule.



Larry D. Groth, P.E., City Manager
November 6, 2006