

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: TERMINATION OF EMPLOYMENT
	NUMBER: EMP 17.0	REVISIONS: 1	EFFECTIVE DATE: February 17, 2020
SUPERCEDES: 9/19/2011	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:		
	<u>A. Max Bacon</u> <u>Derek Norton</u> , Mayor Date City Administrator		

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PURPOSE: To terminate the employment relationship with employees in an orderly manner and to minimize misunderstandings that may occur during the termination process.

STATEMENT OF POLICY

It is the policy of the City of Smyrna that termination of employment relationships shall occur through an orderly process.

Procedures

Voluntary resignation - Upon receipt of notification (preferably written) by an employee of his or her intent to resign from employment with the City, the immediate supervisor and/or department head should:

- Determine the reason for the resignation;
- Ensure that all City property and outstanding accounts are returned or brought up to date prior to the last day of employment; and
- Notify the Human Resources Department *in advance* of the last day of employment, if possible, via phone, email or in person.

Nonexempt employees are encouraged to give the City at least two weeks' advance notice of resignation. Exempt employees are encouraged to give at least one month's notice.

At the discretion of the department head, Human Resources Director and the City Administrator, an employee may be terminated on the same day he or she provides notification of intent to resign.

Involuntary termination - The decision whether an employee shall be terminated from employment is within the sole discretion of the City. The department head making the termination decision must discuss the matter with the City Administrator and the Human Resources Director prior to dismissing the employee (as outlined in Personnel Policy DIS 1-0 Disciplinary Action).

~~**Payroll notification**—The department head or his or her designee will complete and forward a Personnel Action Sheet to the Human Resources Director as soon as practicable after learning of an upcoming termination. In cases where no notice is possible, the Human Resources Director or HR Manager and the AP/Payroll Coordinator should be notified by telephone as soon as possible.~~

Final pay plus accrued annual leave and comp time will be given to the employee no later than the next payroll processing period provided that the employee has returned to his/her supervisor all city property in the possession of the employee.