

Separation Policy

PURPOSE

The purpose of this policy is to establish a uniform procedure for voluntary separation from employment.

SCOPE

This policy applies to all Town employees.

CROSS REFERENCES

Grievance and Appeal Policy

POLICY AND PROCEDURES

1. An employee seeking to resign shall give written or verbal notice to the employee's supervisor at least ten working days before the effective date of resignation, unless waived by the supervisor with approval of the Mayor.
 - A. If the employee gives less than ten days notice and the Mayor has not waived the ten day period, the director may record the notice period in the employee's file. The employee may not withdraw such resignation notice without the consent of the mayor.
 - B. If the employee gives at least ten days notice, or if the director has waived the ten day notice period, the employee may withdraw a resignation on the next working day after its submission. Following the close of the next working day after submission, withdrawal of a resignation may occur only with the consent of the mayor.
2. An employee who is absent from work for two consecutive working days without notifying the management staff shall be deemed to have abandoned the position. A career service employee deemed to have abandoned a position may appeal that determination through the grievance procedure.
 - A. **Reduction in Force**
 - 1) A reduction in force may be used when the work load has dropped off to the point that all employees do not have enough work. The employee will be given two weeks severance pay in lieu of notice.
 - 2) The employee's eligibility for rehire will be based on the recommendation of the Supervisor, subject to review by the Mayor and the Town Board.

B. Dismissal

The employee will not be eligible for rehire.

C. Death

If an employee dies, his or her estate receives all pay due and any earned and payable benefits as of the date of death.

2. COBRA

Any employee that is separated from the company is entitled to be carried on the Town's health insurance program as per the mandates of the COBRA plan. The employee pays for the premium but does not lose insurance coverage.

3. Exit Interview

The Mayor shall discuss with the employee the reason(s) for the separation in an exit interview whenever possible—usually on the last day the employee is on the job.

4. Calculation of Separation Pay

Upon separation from town employment, an employee will be paid for any hours worked but not paid. The employee will also be paid for any accrued but unused vacation time.