



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:


Human Resources Director


City Manager

Number: I-8 Effective Date: 07/06

SUBJECT: EMPLOYEE SEPARATION

PURPOSE:

To define the procedure for separating employees from City service due to resignation, retirement, termination, or death, and to provide for the orderly accounting and return of issued work items belonging to the City of Riverside.

POLICY:

1. Notice of Separation/Departmental Forms Processing

- a. An employee will notify his or her supervisor at least two weeks prior to the date he or she intends to separate from employment with the City. At the time of notice, the employee will complete and sign a Resignation Form. In the event of a planned retirement, an employee should attempt to provide sufficient notice to the department to allow for budgeting of possible sick and vacation leave payoffs. See Retirement Policy (CalPERS), for more information on retirement.
- b. In all cases, the Notice of Employee Separation Form will be completed and, if possible, signed by the employee.
- c. The supervisor will use the Employee Separation Checklist Form to account for all City-owned items being returned. The replacement cost of items not returned by the employee will be deducted from the employee's final paycheck.
- d. Departments will notify Human Resources of impending separation by submitting a Personnel Action Form with the above-mentioned forms.

2. Separation Processing Appointment

- a. It is the separating employee's responsibility to schedule an appointment with the Human Resources Department for separation processing. The employee may request that this appointment be conducted in person or by telephone.

- b. Separation processing includes discussion of benefit-related issues including:
 - 1) Final paycheck and/or payoff check
 - 2) Public Employees' Retirement System (PERS)
 - 3) Deferred compensation
 - 4) Health and dental insurance
 - 5) Retiree programs (if applicable)
 - 6) Address changes/verifications
 - 7) Other benefits information
- c. Temporary/Seasonal employees are not required to schedule a separation processing appointment. The Human Resources Department shall provide separated temporary employees a deferred compensation payout request form at the end of temporary service upon receipt of the Personnel Action Form in accordance with Internal Revenue Service guidelines.

3. Death of Employee

- a. Departments must notify the Human Resources Department immediately of the death of an employee. The forms identified in Section I (B-D) must be completed and returned to Human Resources.

Departments may also contact the Employee Assistance Program (EAP) to request that a representative be available on-site to assist co-workers in dealing with the employee's death. Departments may also wish to refer surviving family members to the Employee Assistance Program for grief counseling. The Human Resources Department staff are also available to coordinate such services.

- b. The Human Resources Department will coordinate with the deceased employee's beneficiaries the completion of all necessary paperwork for benefit claims including Life, Accidental Death and Dismemberment (if applicable), and CalPERS. Human Resources will also request that the appropriate deferred compensation representatives contact the employee's beneficiaries, if applicable.
- c. The Payroll Division of the Finance Department will calculate the final paycheck and make it payable to the beneficiary listed on the employee's most recent Designation of Beneficiary Authorized to Receive Final Payroll Check in the Event of Death Form.

PROCEDURE:

Responsibility	Action
Employee	<ol style="list-style-type: none">1. Notifies Supervisor of intention to separate at least two weeks prior to effective date.2. Schedules a personal or telephone separation processing appointment with Human Resources.
Department	<ol style="list-style-type: none">3. Ensures that the Resignation Form, Notice of Employee Checklist Form and Personnel Action Form are completed and submitted to Human Resources.4. Sends employee acknowledgment of resignation letter. (See Human Resources for sample)5. Notifies Human Resources of death of an employee.6. Contacts the Employee Assistance Program to request the on-site availability of a representative for grief counseling when an employee has died.7. Advises the deceased employee's family of the availability of grief counseling through the Employee Assistance Program.8. Collects all City-owned items issued to employee.9. Notifies Payroll of any items not listed on Employee Check List Form not returned and the amount to deduct from the final paycheck.
Human Resources	<ol style="list-style-type: none">10. Provides available benefits information to employee at time of separation processing appointment.

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| | 11. Completes and submits claim forms for applicable Life Insurance, Accidental Death and Dismemberment, and CalPERS accounts in the event of an employee's death. |
| | 12. Notifies deferred compensation representatives and requests contact with the beneficiary in the event of an employee's death. |
| Finance Department/Payroll Division | 13. Prepares final paycheck after receipt of separation Personnel Action Form from Human Resources. |
| | 14. Processes final paycheck made payable to beneficiary in event of employee's death. |
| Human Resources | 15. Files Employee Separation Checklist, Notice of Employee Separation, Personnel Action Forms and City ID card in employee official personnel file. |
| Employee | 16. Completes and submits all paperwork provided during exit interview appointment. |

Attachments:

1. Employee Separation Checklist
2. Notice of Employee Separation
3. Resignation