CITY OF RIVERSIDE

HUMAN RESOURCES DEPARTMENT

RESIGNATION/RETIREMENT FORM

Employees must ensure that their personal contact information (phone number, email address, and mailing address) is accurate and on file prior to separation. Maintaining up-to-date information allows us to promptly reach employees regarding benefits updates, final payroll matters, tax documents, or other important items. Keeping contact information up to date will help prevent delays and ensure employees receive essential workplace information.

EMPLOYEE NAME:	ID:
PERSONAL EMAIL:	PHONE #:
EMPLOYEE MAILING ADDRESS:	
SUPERVISOR NAME:	SUPERVISOR EMAIL:

SEPARATION TYPE

My **RESIGNATION date** from the City of Riverside is effective (last day on payroll*): _____	My **RETIREMENT date** from the City of Riverside is effective (last day on payroll*): _____
THE PRIMARY REASON FOR MY RESIGNATION IS: ☐ RELOCATION ☐ TRANSPORTATION ☐ PERSONAL REASONS ☐ OTHER JOB ☐ SCHOOL ☐ OTHER	**THE PRIMARY REASON FOR MY RETIREMENT IS:** ☐ ELIGIBILITY ☐ FINANCIAL READINESS ☐ PERSONAL REASONS ☐ DISABILITY -WORK RELATED ☐ DISABILITY -NON-WORK RELATED ☐ OTHER

If you selected OTHER, please specify:

EMPLOYEE SIGNATURE:	**DATE**:

Completed forms are to be submitted to your direct supervisor. Thank you for the time and effort you have dedicated to our City. We appreciate the contributions you have made and the role you've played on the team.

(See back for important paycheck notice and Exit Survey)

Acknowledgment Receipt of Resignation/Separation form

SUPERVISOR SIGNATURE: _____ DATE: _____

IMPORTANT:

FINAL PAYCHECK NOTICE: The City will issue a final paycheck with the regularly scheduled payroll processing date for the pay period in which the employee separates[1]. Please refer to the payroll calendar for pay period details.

FINAL PAYROLL DATE DISCLAIMER: Last day on payroll should be the last day worked; it cannot be on a scheduled day off, flex day, a holiday or vacation/sick day, unless vacation/sick leave was approved in advance by Supervisor. **For retirements, your retirement date with CalPERS cannot be the same as your retirement date with the City; it must be any date AFTER your City retirement date**.

PLEASE NOTE: You will be emailed an ***Exit Interview survey*** asking about your overall experience with the City of Riverside and are strongly encouraged to participate. Your feedback is confidential; results are reported in aggregate and individual responses are not reported. The insights you provide play a critical role in helping us understand the factors that influenced your decision to leave, so that we may improve the ways we better support our employees moving forward.

As you move forward, whether that's a new opportunity or retirement we wish you the very best. If questions come up about reinstatement eligibility (HR Policy and Procedure Manual I-4) or retired annuitant (HR Policy and Procedure Manual V-13) opportunities down the road, please be sure to contact the Human Resources Department for further assistance.

*** Employee access to city accounts (including employee online) will be ***DEACTIVATED*** immediately upon employee separation. ***

[1] California Labor Code Section 220 (b)