

January 13, 2020

Employee Separations Policy and Administrative Guidelines

City of Milwaukee employees separate from employment either voluntarily via resignations or retirements or involuntarily via separations after leave, termination during probation or discharge. In each instance, it is the responsibility of the employing department to process the separation in accordance with the applicable requirements and on a timely basis. The process and the requirements outlined in this policy and the attached checklist are considered best practice recommendations that can be customized by each department in accordance with the unique and specific circumstances of each separation.

1. **Departmental responsibilities.** Departments are responsible for completing all relevant paperwork, conducting exit interviews after voluntary separations or meeting due process requirements for involuntary separations, collecting property from the employee, cancelling employee email account and building access, processing the appropriate payroll entries and providing benefit information to the separated employee.

Departments shall ensure that upon notice of separation, employees are not allowed to be carried on the payroll using paid time off benefits after the employee's last day at work. All paid time off benefits are to be paid out for voluntary separations in accordance with applicable employment regulations. All comp time balances shall be paid out with the last paycheck independent of the reason for the separation.

2. **Requirements for the Employee.** Employees shall give notice of separation in the form of a signed resignation in accordance with the applicable departmental work rules. At a minimum, a two week notice is expected. An email from the employee or a hand written resignation will also be accepted and should be attached to the resignation form. Employees are required to turn in all equipment and City issued materials including keys, ID badges, laptops, cell phones/mobile device and any other City-owned items prior to the last day of employment.

3. **Building and Network access after separation.** Unless authorized by the appropriate appointing authority and approved by the appropriate ITMD representative, access to the City's network shall be cancelled effective on the last day at work. Access to the buildings and places of work shall be restricted immediately upon separation. ID badges should be collected and deactivated effective immediately after the separation. Arrangements for routing calls and e-mails should be made and implemented on the day of the separation to ensure that operational disruptions are kept to a minimum.

5. **Best Practices for involuntary separation stemming from discipline.** Departments must ensure that all appropriate forms are completed and notification requirements have been made. This includes ensuring that civil service employees who are separated for non-disciplinary reasons or discharged from employment are given information regarding appeal rights and applicable timelines. When there are concerns regarding potential violence or an aggressive response to the notice of separation, security personnel should be contacted in advance and arrangements should be made to ensure the safety of all involved.

6. **Notifying other employees of the separation.** Under most circumstances it will be necessary to notify other employees of the fact that an employee is no longer working for the department. Notwithstanding the need to provide such notification, the reasons and the corresponding details of the cause of the involuntary separation shall be kept confidential and only shared with others with a legitimate business reason to know.

7. **Safety Considerations.** When separations are involuntary, departments should create a plan to allow the employee to obtain personal belongings. Such plan may include allowing supervised time immediately after the notification, arranging a meeting after hours with a departmental representative as well as security personnel, or collecting belongings and mailing them to the employee. Some individuals may want to take personal belongings home immediately. Have boxes or carts available. If discharging an employee, a representative of the department should stay with the discharged employee until the individual has left the premises. This is for the individual's protection, as well as for the City's security.