




**City of Vernon, California
Human Resources Policies and Procedures**


Interim Director of Human Resources


City Administrator

Number: I-8 Effective Date: March 4, 2025

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 Vernon.

POLICY:

1.0 Definitions

- a. **Separation:** The end of an employee's service with the City.
- b. **Resignation:** Voluntary departure initiated by the employee.
- c. **Retirement:** Departure due to reaching retirement eligibility.
- d. **Termination:** Involuntary departure initiated by the City.
- e. **Death:** The passing of the employee during active service.

2.0 Procedure for Notice of Separation/Departmental Form Processing

2.1 Type of Separation

a. Resignation

An employee who wishes to resign from their City employment in good standing must submit written notice of resignation at least two weeks prior to the planned separation date. The written notice must state the reasons for the resignation. Failure to follow the aforementioned

procedure may be cause for denying future employment with the City. A resignation becomes final when the [Department Director/Department Head/HR Director] accepts the resignation in writing. Once a resignation is accepted, it is final and irrevocable. A resignation can be accepted by the [Department Director/Department Head/HR Director] even if it is submitted less than two weeks prior to the planned resignation date. At the time of the notice, the employee is to complete and sign a Separation Form.

b. Retirement

An employee planning to retire may provide a written notice to the [Department Director/Department Head/HR Director] prior to the effective date of retirement by completing and signing a Separation Form. A notice of retirement becomes final when the [Department Director/Department Head/HR Director] accepts the notice of retirement in writing. Once a notice of retirement has been accepted, it is final and irrevocable.

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.

c. Termination

Termination procedures will comply with due process requirements, where applicable. Human Resources is to oversee the process to ensure compliance with legal requirements, and the finance department/payroll to handle final paycheck.

d. Death

Departments must notify the Human Resources Department immediately of the death of an employee. The following forms must be completed and returned to human resources; Notice of Employee Separation Form and a Personnel Action Form.

Departments may also request that a representative be available on-site to assist coworkers in dealing with the employee's death. Departments may also wish to refer surviving family members to grief counseling. The Human Resources Department staff is also available to coordinate such services.

The Human Resources Department will coordinate the completion of all necessary paperwork for benefit claims including Life, Accidental Death and Dismemberment (if applicable), and CalPERS with the deceased employee's beneficiaries. Human Resources staff will also request that the appropriate deferred compensation representatives contact the employee's beneficiaries, if applicable.

The Payroll Division of the Finance Department will calculate the final paycheck and deliver it 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*.

2.2 Departmental Forms Processing and Return of Items

The Notice of Employee Separation form will be completed and, if possible, signed by the employee in all cases of resignation or retirement.

The supervisor will collect City-owned items from the employee to account for all City-owned items received during employment. The replacement cost of items not returned by the employee will be noted on the Personnel Action Form and deducted from the employee's final paycheck.

Departments will notify Human Resources of impending separation by entering a Personnel Action (PA) with the above-mentioned information.

3.0 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 employees are not required to schedule a separation processing appointment.

4.0 Confidentiality and Non-Disclosure

Separating employees must comply with any applicable confidentiality or non-disclosure agreements. Any City documents or records must not be retained or shared without explicit authorization.

5.0 Compliance

Failure to comply with this policy may result in delays in processing final compensation and may be referred for further action if necessary.

6.0 Contact Information

For questions regarding this policy, contact the Human Resources Department.

PROCEDURE CHECKLIST:

Responsibility

Action

Employee

1. Notifies Supervisor of intention to separate at least two weeks prior to effective date.
2. Schedules and then completes a personal or telephone separation processing appointment with Human Resources.
3. Completes and submits all paperwork provided during exit interview.

Department

4. Ensures that the Employee Separation Form and Personnel Action are completed and electronically submitted.
5. Collects and records all returned City-owned items into the computer database to account for all City-owned items received during employment. If applicable, delivers returned City issued property to original issuing Department (i.e. ID badge and/or key fob to Human Resources, credit card to Finance, IT equipment to IT, etc.)
6. The replacement cost of City issued items not returned by the employee shall be noted on the Personnel Action to be deducted from the employee's final paycheck.
7. Notifies Human Resources of death of an employee.
8. If needed, contacts the Employee Assistance Program to request an on-site representative for grief counseling when an employee has died.
9. Advises the deceased employee's family of the availability of grief counseling through the Employee Assistance Program.

Human Resources

10. Provides available benefits information to the employee at time of separation processing appointment.
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.
13. Files Employee Separation Checklist, Notice of Employee Separation, Personnel Action in employee official personnel file.
14. Receives and stores City ID and returns key fob to the Police Department.

Finance Department/Payroll Division

15. Prepares final paycheck in accordance with payroll procedures after receipt of separation Personnel Action.
16. Processes final paycheck and delivers to beneficiary in the event of employee's death in accordance with the payroll schedule.

Attachments:

1. Separation Form

EMPLOYEE SEPARATION FORM

If you would like to talk to someone in Human Resources before completing this form, please let us know. We will make every effort to schedule a meeting for you as soon as possible.

Full Name: _____ ID #: _____

Department: _____

Classification: _____

Separation Effective Date Close of Business: _____

Separation Type: _____ Resignation_or ☐ Retirement ☐

Reason for Resignation: _____

HOME ADDRESS

Address: _____

Phone: _____

I certify that this separation is executed by me voluntarily and of my own free will.

Employee Signature and Date

FOR HUMAN RESOURCES USE ONLY

Last day of work per department (if different): _____

Accepted Date

Cc: Human Resources Department
Employee
Department