

9.0 -SEPARATION FROM SERVICE

Types of Separations - The following are types of separation of employment from the City.

9.1 - Resignation - Voluntary Separation from City Service

9.1.1 - An employee who wishes to resign may do so by submitting a written resignation to the Department Head with a copy to Human Resources as far in advance as possible of the last working day.

9.1.2 - An employee who has been absent without notification to the City and without approved leave for a period of three, (3) or more work days may be considered as having resigned.

9.2 - Retirement - An employee who retires from the City in accordance with the Retirement Ordinance will be considered as having separated from employment with the City as of the date of retirement. Employees who retire in a Deferred Retirement Option Plan (DROP) will separate as of the last day of work.

9.3 - Death - Separation shall be effective as of the date of death.

9.4 - Disciplinary Separation - An employee may be suspended or dismissed for disciplinary reason(s) in accordance with the provisions of RULE 10, Disciplinary Action and Appeal, and the respective CBA if appropriate.

9.5 - Reduction in Force

9.5.1 - Excluded Employees: Any Department Head, subject to approval of the Human Resources Director, may reduce the number of employees in any classification, division or department, whenever it is deemed necessary.

9.5.2 - Employees covered under collective bargaining agreements: Any Department Head, subject to approval of the City Manager, may reduce the number of employees in any classification, division or department, whenever it is deemed necessary due to material changes in the duties, the organization, work scheduling or funds.

9.5.2.1 - The City Manager will decide whether the employees of only the affected department will be considered in making the reduction or whether the entire City as a whole will be considered. Reductions will be made in accordance with existing CBAs, if applicable.

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9.5.2.2 - In conformance with the decision of the City Manager, the Department Head(s) shall be informed as to which employees shall be separated.

9.5.2.3 - In determining the order of reduction, all temporary and emergency employees in a classification or department shall be separated first, followed by probationary employees and, finally, regular employees. Employees will be removed or reduced in classification or department, in accordance with length of service and ability to perform the work available, as determined by the two most recent evaluations. If two (2) or more employees have equal scores based on seniority and evaluation ratings, the employee with the most recent date of hire will be separated first.

9.5.2.4 - The Human Resources Director may require that the employees in a lower classification be separated when employees in a higher classification, who would otherwise have to be separated, are willing and qualified to perform the work of the lower classification.

9.5.2.5 - The names of employees who have been separated due to reduction in force shall be placed on a re-employment list which shall expire two (2) years from the date of separation. As openings occur, employees shall be recalled in the inverse order of separation. If an employee does not respond within ten (10) calendar days after the mailing of a written notice of recall, the name of the employee will be removed from the re-employment list. It is the responsibility of the employee to keep the Human Resources Department advised of a current mailing address at all times.