

# Employment Separation Policy

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- 1.0 **POLICY STATEMENT:** This policy establishes definitions for employee separation from employment.
  
- 2.0 **PROCEDURES:** Termination of employment is an inevitable part of Human Resources activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:
  - 2.1 *Discharge* - Involuntary employment termination initiated by the organization. Usually the result of a disciplinary action.
  
  - 2.2 *Layoff* - Involuntary employment termination initiated by the organization for nondisciplinary reasons. This usually results from lack of work or the job assignment has ended.
  
  - 2.3 *Retirement* - Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the City of Johnson City and the Tennessee Consolidated Retirement System.
  
  - 2.4 *Retirement (Service)* - A vested member becomes eligible for service retirement upon completing 30 years of membership service or upon reaching age 60.
  
  - 2.5 *Retirement (Early)* - A vested member becomes eligible for reduced early retirement benefits upon reaching age 55.
  
  - 2.6 *Retirement (Disability)* - TCRS provides benefits for three types of disability retirement: ordinary disability, accidental disability, or inactive disability. Disability benefits are paid only to members who are unable to work due to a total and permanent disability that can be medically determined. Whether the disability is physical or mental, it must prevent the performance of any substantial gainful employment.
  
  - 2.7 *Resignation* - Resignation is a voluntary act initiated by the employee to terminate employment with the City. Although advance notice is not required, the City requests at least two weeks written resignation notice from all employees. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

- 2.8 *Resignation Defined* - Resignation is the separation of an employee from the City through the submittal of a notice that they wish to resign or by the failure of the employee to report to duty.
- 2.9 *Resignation in Good Standing*- An employee who wishes to resign in good standing shall give their department head at least two weeks written notice of their resignation. The department head may agree to a shorter notice period in unusual circumstances. Employees who are separated for disability shall also be considered to have resigned in good standing.
- 2.10 *Resignation without Notice* - An employee who does not submit their resignation in compliance with the provisions of these rules and regulations shall be considered as having resigned without notice. An employee who is absent from work for a period of two (2) days or more without notifying the supervisor of the reasons for their absence and receiving permission to remain away from work shall be considered as having resigned without notice provided, that the failure to contact his supervisor was not caused by unavoidable circumstances. The same rule shall apply when an employee fails to return to work within two (2) days of the expiration of authorized leave.

2.11 *Resignation Form and Procedure*

- a. An employee who is resigning shall submit their resignation in writing. Resignation notice shall include the date the resignation is submitted, the effective date of the resignation and the reason for resigning. The department head of a resigning employee shall indicate their approval or disapproval of the employee's resignation notice as submitted. They shall also indicate their opinion of the employee's work performance and attitude and whether or not they would recommend for re-employment. The resignation notice shall then be forwarded to the Human Resources Director. The department head may also recommend that a resignation not be accepted and the employee be dismissed instead.
- b. The City will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City, or return of the City owned property. Suggestions, complaints, and questions can also be voiced.
- c. Since employment with the City is based on mutual consent, both the employee and the City have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All eligible accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so

chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

**3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

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M. Denis Peterson  
City Manager

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