



Approved:

**City of Commerce, California
Human Resources Policy and Procedure Manual**

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Director of Human Resources

[Signature]
City Administrator

Number: I-9 Effective Date: 01/20/2015

SUBJECT: EMPLOYEE SEPARATION

PURPOSE:

To define the procedures 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 Commerce.

POLICY:

I. Notice of Separation/Departmental Forms Processing

1. If practicable, an employee can give his/her supervisor at least two weeks' notice prior to the date he/she intends to separate from employment with the City. The employee must submit a written resignation letter to the department. The employee may also use the Employee Resignation Form.

In the event of a planned retirement, an employee should make the effort to provide sufficient notice to the department. This will allow the employee to prepare for retirement and provide sufficient time to go through the retirement process. For employees eligible for retirement who are terminally ill, the department may inform Human Resources to contact CalPERS for assistance in emergency retirement.

2. The supervisor will collect City-owned items from the employee to account for all City-owned items received during employment. The department's Employee Separation–Materials Checklist will be completed and signed by the employee.
3. Departments will notify Human Resources of impending separation by submitting a Personnel Action Form.

II. 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 may include discussion of benefit-related issues, if applicable, such as:

1. Final paycheck
 2. Retirement Options (CalPERS)
 3. Deferred compensation
 4. Health, dental, and vision plans
 5. Retiree programs (if applicable)
 6. Address changes/verifications
 7. Other benefits information such as Voluntary Life Insurance for continuation in retirement
- C. Temporary/Seasonal employees are not required to schedule a separation processing appointment.

III. Death of Employee

- A. Department must notify the Human Resources Department immediately of the death of an active employee.

The department may contact the City's Employee Assistance Program (EAP) provider to refer surviving family members for grief counseling. Department may also contact the City's Employee Assistance Program (EAP) provider to request that a representative be available on-site to assist co-workers in dealing with the employee's death, if appropriate. The Human Resources Department is also available to coordinate such services.

- B. The Human Resources Department will review the deceased employee's benefits and beneficiaries on file. Human Resources will coordinate the completion of all necessary paperwork for eligible benefits of the deceased including CalPERS, possible continuation of medical, dental, and vision insurance coverage through COBRA; Life, Accidental Death & Dismemberment Insurance, etc. with the deceased employee's beneficiaries.

Human Resources may also request that the appropriate Deferred Compensation provider representatives contact the employee's beneficiaries, if applicable. Human Resources will notify the workers' compensation provider or disability insurance provider to halt disability payments, if applicable. Human Resources will also provide support services to the deceased beneficiaries such as the employee assistance program's toll-free telephone number or website address.

Human Resources will provide information to the beneficiaries in writing and confirm that contact information on file is accurate.

- C. 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*.

PROCEDURE:

Responsibility

Action

Employee

1. Notifies Supervisor of intention to separate from the City at least two weeks prior to effective date.
2. Schedules a separation processing appointment with Human Resources in person or by phone.
3. Completes and submits all paperwork provided and returns City-issued materials prior to separation.

Department

4. Ensures that the Resignation Form and Personnel Action Form are completed and submitted to Human Resources.
5. Collects and records all returned City-owned items to account for all City-owned items received during employment.
6. Notifies Human Resources of death of an employee.
7. Advises the deceased employee's family of the availability of grief counseling through the Employee Assistance Program.
8. Contacts the Employee Assistance Program to request an on-site representative for grief counseling when an employee has died.

Human Resources

9. Provides available benefits information to employee at time of separation processing appointment.

10. Review deceased employee's benefits and beneficiaries on file such as possible continuation of medical, dental, vision plan coverage through COBRA. Inform CalPERS about the employee's death. If the deceased has life insurance coverage, inform the benefit provider. Provides information to beneficiaries in writing.
11. Notifies deferred compensation representatives and requests contact with the beneficiary in the event of an employee's death.
12. Files Personnel Action Forms and City ID card in employee's official personnel file.
13. Prepares final paycheck after receipt of Personnel Action Form for separation from Human Resources.
14. Processes final paycheck and sends to beneficiary in event of employee's death.

Finance Department/Payroll Division

Attachment:

1. Employee Resignation Form

EMPLOYEE RESIGNATION 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.

Name: _____ ID #: _____

Department: _____

Classification: _____

Resignation Effective Close of Business: _____

Reason for Resignation: _____

HOME ADDRESS

Address: _____

Phone : _____

I certify that this resignation 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

