

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 112.01
SUBJECT: SEPARATION	INITIAL EFFECTIVE DATE: 11/18/86
TITLE: SEPARATION/OUT-PROCESSING PROCEDURE	LAST REVISION DATE: 07/23/15

POLICY STATEMENT:

It is the policy of the City of Denton to require advance written notice of an impending voluntary separation from all positions of employment within the City organization. Minimum notice is necessary in order to expedite employee out-processing and ensure a smooth transition without adversely affecting department efficiency.

ADMINISTRATIVE PROCEDURE:

I. NOTICE REQUIREMENTS

- A. Department Directors and other top executives are required to give twenty (20) working days advance written notice of separation.
- B. Department Mid-Managers (Superintendents, Assistant Directors, etc.) are required to give fifteen (15) working days advance written notice of separation.
- C. All other employees are required to give ten (10) working days advance written notice of separation.
- D. The City Manager or Department Directors may waive notice requirements if doing so would not create undue hardship to organizational efficiency.
- E. Failure of an employee to provide the minimum notice requirement could adversely affect future employment eligibility with the City of Denton.
- F. A copy of the written notice should be sent to the Human Resources Department along with a copy of the status record upon receipt of such notice.
- G. As soon as an employee gives notice, even if only verbal, supervisors are required to notify the following departments:
 - 1. Technology Services- To ensure the integrity of our technology services systems and to ensure compliance with various regulations, it is important for the Technology Services Department to know when employees will be leaving the City.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: SEPARATION/OUT-PROCESSING PROCEDURE	REFERENCE NUMBER: 112.01
--------------------------------------------	-----------------------------

Supervisors can complete a “Network and Email Access” form and check the “delete” box, or they may call the Help Desk at ext. 8300.

2. Facilities Management- Supervisors should notify Facilities Management, via email, of the employee’s last date of employment so his/her City ID and/or fob can be deactivated. This will ensure the employee does not have access to City buildings once he/she is no longer employed with the City. The employee should turn in his/her City ID card to his/her supervisor on the last day of employment. Supervisors should forward the City ID to Facilities Management.
3. Purchasing- If an employee has a City P-card, the supervisor should notify Purchasing, via email, of the employee’s last date of employment to ensure the P-card is deactivated. The employee must reconcile any purchases on his/her P-card prior to the last day of employment. The P-card should be turned into the employee’s supervisor on the last day of employment, and the supervisors should forward the P-card to Purchasing.
4. Fleet Services- If an employee has access to the City’s fuel pumps, the supervisor should notify Fleet Services, via email, of the employee’s last date of employment to ensure access to the fuel pumps is deactivated.

Employee access will not be limited until his/her final day with the City, unless otherwise specified by the supervisor.

II. TERMINATION CHECKLIST

- A. A "Departmental Out-processing Checklist" must be completed by the employee's supervisor and forwarded to the Human Resources Department on or before the employee’s last of day of employment.
- B. Replacement costs of unreturned employee issued items or other monetary obligations to the City will be assessed upon termination.

III. EXIT INTERVIEW

- A. Exit interviews will be conducted by the Human Resources Department for all departing employees. Any information obtained through these interviews will only be used to improve working conditions and to correct existing problems that may be identified.
- B. An employee's exit interview will be scheduled through the Human Resources Department by

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: SEPARATION/OUT-PROCESSING PROCEDURE	REFERENCE NUMBER: 112.01
--------------------------------------------	-----------------------------

the immediate supervisor. Every effort should be made to ensure exit interviews are scheduled prior to the employee's last date of employment.

IV. ELIGIBILITY FOR REHIRE STANDARDS**A. DIVISIONAL**

1. The division supervisor, with approval from his/her director, has authorization to make the employee ineligible for rehire in his/her division for up to six (6) months. A reason should be noted on the employee's final status record.
2. Possible reasons for ineligibility for rehire may include, but are not limited to:
 - a. Job Performance, including minor job related infractions such as failure to follow instructions, inability to perform job functions, inadequate performance of job functions, etc.
 - b. Lack of notice of separation pursuant to the standards set forth above in this policy.
 - c. Attendance related issues (not including absences covered by the Family and Medical Leave Act (FMLA) or absences resulting in termination pursuant to the Uniform Absence Control procedures in policy no. 107.05).
3. Typically the employee will be ineligible for rehire within the division for six (6) months, but the ineligibility period may be extended for up to two (2) years upon the written recommendation of the supervisor, with approval of his/her director, to the Director of Human Resources. The Director of Human Resources must approve the recommendation in order for the extended period to be effective.
4. If the period of ineligibility is more than six (6) months, the separated employee may make a written request to the Director of Human Resources for reconsideration when informed of his/her ineligibility status. The Director of Human Resources will review the eligibility status for reconsideration on a case-by-case basis.
5. If a separated employee is not satisfied with the Director of Human Resources' decision on ineligibility, he/she may make a written request for reconsideration to the City Manager.

B. DEPARTMENTAL

1. The department director has authorization to make an employee ineligible for rehire in his/her department(s) or divisions within the department. A reason should be

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: SEPARATION/OUT-PROCESSING PROCEDURE	REFERENCE NUMBER: 112.01
--------------------------------------------	-----------------------------

noted on the employee's final status record.

2. Possible reasons for ineligibility for rehire within a department and its divisions may include, but are not limited to:
 - a. Major infractions regarding job performance including, but not limited to dereliction of duty, negligent performance of a job that substantially effects the performance of the department, insubordination, etc.
 - b. Any action that negatively impacts the image of the department.
 - c. Major safety violations that do or could result in injury to persons or damage property.
3. Typically the employee will be ineligible for rehire within the department(s) for two (2) years, but the ineligibility period may be extended for up to five (5) years upon the written recommendation of the supervisor, with approval of his/her director, to the Director of Human Resources. The Director of Human Resources must approve the recommendation in order for the extended period to be effective.
4. If the period of ineligibility is more than two (2) years, the separated employee may make a written request to the Director of Human Resources for reconsideration when informed of his/her ineligibility status. The Director of Human Resources will review the eligibility status for reconsideration on a case-by-case basis.
5. If a separated employee is not satisfied with the Director of Human Resources' decision on ineligibility, he/she may make a written request for reconsideration to the City Manager.

C. ORGANIZATIONAL

1. The Director of Human Resources has the authorization to make an employee ineligible for rehire in the entire organization, with or without the recommendation of the employee's director.
2. Possible reasons for ineligibility for rehire within the entire organization include, but are not limited to:
 - a. Assault
 - b. Theft
 - c. Violation of the Harassment Prevention policy (no. 108.10)
 - d. Acceptance of any severance agreements and/or payments
 - e. Any known public behavior which casts the City of Denton in a negative light

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

TITLE: SEPARATION/OUT-PROCESSING PROCEDURE	REFERENCE NUMBER: 112.01
--------------------------------------------	-----------------------------

- f. A positive drug or alcohol test
 - g. Falsifying an application
 - h. Falsifying or forging a city record or document, including a time sheet
3. Depending upon the circumstances of the conduct, the duration of the eligibility for rehire will be reviewed by the Director of Human Resources on a case-by-case basis, but the following guidelines may be considered for the identified specific reasons:
 - a. Two (2) years from the date of a positive drug test.
 - b. A minimum of two (2) years for theft of city property, but may be extended to indefinite ineligibility depending upon the value of the stolen property or the circumstances of the theft.
 - c. Five (5) years for falsifying or forging a city record or document, but may be extended to indefinite ineligibility depending upon the circumstances of the falsification or forgery.
 - d. Five (5) years for harassment, but may be extended to indefinite ineligibility depending upon the circumstances and severity of the harassment.
 - e. Indefinite ineligibility for committing a violent act while performing one's job duties.
 - f. Indefinite ineligibility for using the employee's position to commit a crime against a citizen and/or another person.
 4. The separated employee may make a written request to the Director of Human Resources for reconsideration of his/her ineligibility for rehire status across the entire organization when informed of his/her ineligibility status. . The Director of Human Resources will review the eligibility status for reconsideration on a case-by-case basis.
 5. If a separated employee is not satisfied with the Director of Human Resources' decision on indefinite ineligibility, he/she may make a written request for reconsideration to the City Manager.