

**CHANGES TO POSITIONS****1.3.6****F. SEPARATIONS**

All employees who separate from the City, that is, whose employment with the City terminated through separation for cause, layoff, resignation, or retirement must:

- Return all City property to Human Resources, immediate supervisor, or department designee prior to receiving the final paycheck;
- Clear any existing financial obligations to the City;

In addition, employees who resign or retire must also adhere to the following procedures before they will be deemed to have terminated in good standing:

- Submit a written notification stating your intent to terminate, and the proposed effective date to your immediate supervisor or the Office of Human Resources;
- Provide a minimum notice of two weeks. The City encourages employees who become aware of their pending termination from the City to let the Office of Human Resources know as far in advance as possible. Once the City has accepted the resignation, it is irrevocable.