

	<b>Policy:</b> Separation and Reinstatement	<b>Effective Date:</b> May 19, 1992
		<b>Revision Effective Date:</b> December 16, 1997
	<b>Policy Number:</b> HR-19	<b>Page</b> 1 of 2
	<u>Jerry E. Cox</u> <b>Jerry E. Cox, City Manager</b>	<u>Human Resources</u> <b>Responsible Party</b>

## **PURPOSE**

All separations of employees from positions in the service of the city shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, disability, voluntary retirement, dismissal, or death.

### (A) *Resignation.*

(1) An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two weeks. Failure to provide minimum notice shall result in forfeit of payment for accumulated annual leave unless the notice is waived upon recommendation of the department head and approval by the City Manager.

(2) Three consecutive days of absence without contacting the immediate supervisor or department head may be considered to be a voluntary resignation. Sick leave will only be approved during the final two weeks of a notice with a physician's certification or comparable documentation.

### (B) *Disability.*

(1) An employee who cannot perform the required duties because of a physical or mental impairment may be separated for disability. Action may be initiated by the employee or the city. In all cases, such action must be accompanied by medical evidence acceptable to the City Manager. The city may require an examination, at the city's expense, performed by a physician of the city's choice.

(2) An employee who is eligible for retirement, who remains absent from work for more than 60 consecutive workdays because of sickness or injury other than workers' compensation cases, shall file application for disability, early or service retirement, or show satisfactory evidence that the disability is not permanent.

(C) *Voluntary retirement.* An employee who meets the conditions set forth under the provisions of the North Carolina Local Government Employees' Retirement System may elect to retire and receive all benefits earned under the retirement plan.

(D) *Death.* Separation shall be effective as of the date of death. All compensation due shall be paid to the estate of the employee.

(E) *Dismissal.* An employee may be dismissed in accordance with the provisions and procedures of the Unsatisfactory Job Performance Policy.

<b>Policy No.:</b> HR-19	<b>Policy Name:</b> Separation and Reinstatement	<b>Page</b> 2 of 2
--------------------------	--	--------------------

(F) *Reinstatement.* An employee who is separated because of reduction in force or who has resigned while in good standing may be reinstated within one year of the date of separation, upon recommendation of the department head, through the Human Resources Director, and upon approval of the City Manager. An employee who is reinstated in this manner shall be recredited with his or her previously accrued sick leave. An employee in good standing who is separated due to a reduction in force shall be given the first opportunity to be reinstated in the same or a similar position.