

SUPERVISOR INSTRUCTIONS FOR EMPLOYEE SEPARATIONS

When an employee informs you they are separating employment with the city, please follow these steps:

1. Make sure the employee will be working on their last day. Per Human Resources Policy and Procedures manual, an employee's effective date of separation must be their last actual day of work; not PTO, Sick, or a Holiday.
2. Inform your Department Director and Payroll Liaison.
3. Complete the attached separation report and email it along with the employee's resignation letter to tredfern@roswellgov.com as soon as possible.
4. Provide the employee with the exit interview form or instructions on where to locate the form (on the intranet under Forms & Applications). The employee can complete the form and/or meet with Tricia Redfern, Human Resources Director. The completed form can be sent to tredfern@roswellgov.com. This is encouraged but not required; you only need to provide them the form, you do not need to follow up.
5. Collect any city property on the employee's last day (keys, badge, uniforms, laptop, phone, etc).
6. If this is your first termination, please make sure your supervisor attends the meeting. You should always have a third party witness with you. If you would like HR to attend or have any questions, please contact Tricia Redfern at tredfern@roswellgov.com and forward a copy of the termination letter. Template available upon request. If you are concerned about escalation, please contact security, James Barker, at jbarker@roswellgov.com to be in attendance as well.

Additional Information:

- This procedure applies to any type of separation from employment (voluntary resignation, involuntary termination, retirement).
- Employee will be paid for any accrued unused PTO (provided they have been employed full-time for at least 6 months) and any earned unused Comp time on their final paycheck. Sick leave is not paid out unless the employee is eligible to retire (meets the age and years of service requirements). If eligible to retire, the employee can be paid out up to 240 of sick leave. The 8 hours of Personal Holiday and any Special Earned PTO are not paid out.
- Employee is encouraged to meet with HR (Payroll) if he/she wants to have extra money withheld from their final paycheck for HSA and/or MissionSquare contributions (due to tax savings).
- Benefits continue until the last day of the month in which the separation occurs.
- If the employee is retiring, he/she should meet with the Benefits Manager in advance.
- If there are any questions, please contact Human Resources at HR@roswellgov.com.



**CITY OF ROSWELL
EMPLOYEE SEPARATION REPORT**

Employee Name: _____ Department _____

Last Day Worked: _____

What was the employee's typical work schedule? _____

Separation Reason: _____

Separation Type: ☐ Voluntary (include employee's resignation letter) ☐ Involuntary

Would you recommend this employee be rehired in this department in the future? ☐ Yes ☐ No

If not eligible, or able to be rehired only under certain conditions, explain: _____

Additional Comments:

Supervisor Signature

Date

Printed name of Supervisor

For HR use only:

Employee # _____ Termination Code _____

VJS: Accepted a government job VFL: Unable to return from Leave IPP: Poor job performance

VOP: Other position IWT: Release from work test period IPE: Position Ended

VPR: Personal reasons VJD: Job Dissatisfaction IJA: Job abandonment

VRE: Relocation IAP: Attendance/Punctuality ICU: Conduct unbecoming

VRR: Retirement IPV: Policy Violations IFR: Falsifying Records

VRS: Return to school IAS: Administrative Separation ISA: Substance abuse violation

VOT: Other (Voluntary) IOT: Other (Involuntary)