



City of Brunswick – Human Resources Standards of Practice

SECTION 8

LEAVING THE ORGANIZATION

- 8.1 Termination of Employment
- 8.2 Exit Interview



City of Brunswick – Human Resources Standards of Practice

SUBJECT: 8.1 Termination of Employment

EFFECTIVE DATE: May 1993

DATE REVISED: 6/5/02; 6/18/03

STANDARD

An employee may resign from employment for personal reasons, other employment, retirement, disability, death, by abandoning the job, or by being unavailable for work. Employees may also be dismissed from the job because of performance or behavioral reasons. Department Heads shall transmit proper notification to the Human Resources Department such that final paychecks and other documents can be prepared properly, timely, and within the requirement set forth in federal and state law.

PRACTICE GUIDELINES

1. ***All Separations from employment shall be designated as one of the following categories and shall be accomplished in the manner indicated.***
2. ***Resignation in Good Standing:*** An employee may resign by notifying the department head of the effective date as far in advance as possible. An employee should give a minimum of 14 calendar days notice in writing to his/her immediate supervisor or Department Head. Department Heads should give the City Manager 4 weeks notice. Good standing means that an employee will be eligible for payment of accrued vacation leave and that the employee demonstrated concern for the City's work objectives and its customers. Failure to resign in good standing may affect re-employment opportunities. Failure to resign in good standing may also affect the employee's ability to be paid for unused vacation leave. After an employee has submitted notice to resign, requests for vacation or sick leave may or may not be approved. The purpose of notice is to provide the manager with a time for transition, to reassign job duties, transferring information, and otherwise complete work which the departing employee had in process.
3. ***Dismissal:*** An employee may be dismissed from employment when performance or behavior does not meet organizational expectations.
4. ***Job Abandonment:*** An employee who is absent from work for three (3) consecutive work days without leave approval, or without having called the immediate supervisor or department head for three days will be considered to have voluntarily abandoned his/her job and will be considered to have resigned. Such employees are not entitled to pay for accrued vacation leave

5. **Unavailable for Work.** An employee may be separated from employment at the initiation of the employee or the employer if the employee is unavailable for work.
6. **End of Temporary or Seasonal Assignment:** Temporary and Seasonal appointments are made for a limited period of time. Employment shall be terminated when the assignment has been completed or the seasonal work is completed.
7. **Layoff.** An employee may be involuntarily separated from employment by reason of lack of funds or changes in the organization. Consideration will be given to the need for service, the quality of each employee's past performance, and length of service in determining those employees to be retained. The duties performed by an employee laid off may be reassigned to other employees already working who hold positions in the appropriate job classifications. As a part of any reduction in force or reorganization, the City may make direct job offers to any current City employee without posting new or vacant existing positions and without interviewing potential candidates. Any employee who has accumulated 1000 hours or more of sick leave will be credited one additional year of service for purposes of retirement. Layoffs will have no adverse effect on the employee's reinstatement or reemployment opportunities.
8. **Retirement:** When an employee plans to retire, he/she should give at least 30 notice. This provides time for the department Head to transition critical duties and select a replacement. An employee must make written request to the Finance Department to initiate payment from the Pension Plan.
9. **Death:** All compensation due in accordance with these Procedures will be paid to the estate or beneficiary of a deceased employee. The date of death shall be recorded as the separation date for computing compensation due.
10. **Documentation Required:** The Department Head should submit a Personnel Action form to the Human Resources Department indicating the last day to be worked, along with a copy of the written resignation, if applicable. When the employee leaves on the last day of work, the Department Head is expected to collect all uniforms, tools, equipment, keys, and any other property of the City. A termination checklist (see form following this section) will indicate other activities which should occur. Department Heads are expected to notify the Human Resources Department if employees fail to return property such that action may be initiated to collect outstanding debts from the final paycheck.
11. **Final Paycheck:** The Department Head must submit a final timesheet in order to generate a final paycheck. The final paycheck will be prepared within the standard payroll cycle. Any debts owed to the City (e.g. unreturned uniforms or tools) will be withheld from the last payroll check.



City of Brunswick – Employment Termination Checklist

This checklist is provided as an aide to supervisors in reviewing all critical items with an employee as he/she leaves employment. If there are additional items, please add them to this list.

1. Obtain written notice of separation	
2. Prepare Personnel Action Form and Notify Human Resources of employee's departure.	
3. Arrange for Exit Interview with Human Resources	
4. Make arrangements for delivery of final paycheck; note change of address.	
5. Collect: _____ equipment _____ uniforms _____ Keys _____ tools and equipment _____ identification cards _____ pager, cellular telephone, radio	
6. Notify Human Resources if employee fails to return City owned items.	
7. Remove employee's name and access to computers, telephone systems, purchase authorization with vendors.	
8. Submit final time sheet to payroll.	



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SUBJECT: 8.2 Exit Interview

EFFECTIVE DATE: 6/5/02

DATE REVISED:

STANDARD

Employees who leave the organization are encouraged to participate in an exit interview. The City organization is interested in the observations and suggestions of such employees and wishes to learn from the experiences of the employees. The information can help identify the reasons employees leave the organization, their level of satisfaction with programs, services, and benefits.

PRACTICE GUIDELINES

1. The Human Resources Department will contact departing employees and arrange for a confidential exit interview. A standard questionnaire will be used to learn about the employee's level of satisfaction with policies, procedures, benefits, training opportunities, job responsibility, career growth opportunities, and other job-related issues.
2. Information received will remain confidential such that no comment made by an individual employee may be used to identify the person without his/her specific consent.
3. The Human Resources staff will provide feedback to department managers in a manner which can provide useful information without disclosing an individual's identity, unless consent has been given.
4. Information acquired via the exit interview will be maintained in a confidential file in the custody of the Human Resources Director, separate from Personnel Files.



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SECTION 9 RECORDKEEPING

9.1 Personnel Records

9.2 Attendance Records



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SUBJECT: 9.1 Personnel Records	
EFFECTIVE DATE: May 1993	DATE REVISED: 6/5/02

STANDARD

Individual personnel files shall be established and maintained for each employee according to standard criteria and according to law. All employee information is confidential, except that required to be public by open records laws. These files and their contents shall be maintained in the Human Resources Department.

PRACTICE GUIDELINES

1. The confidentiality of employee information applies to all formats, including computer databases, files, written materials, or verbal communications.
2. The Human Resources Director shall be the custodian of all personnel records and the records shall be the property of the City.
3. The Human Resources Director will prescribe necessary forms and reports including but not limited to Personnel Action and Payroll Forms, Separation Reports, Employment Applications, Employment Agreement Letters, Performance Appraisals, Applications for Job Postings, New Employee Information Documents, and Emergency Notification Forms.
4. Information relating to each employee is maintained in accordance with appropriate laws and regulations. Medical/benefits information is maintained in a confidential file, separate and apart from general employment documents.
5. Each employee may access and inspect his/her official personnel file during normal business hours by appointment with the Human Resources Department. Each employee may receive a copy of documents placed in his/her official Personnel File.
6. Supervisors may review the personnel files of employees under their supervision but may not add items from the file without the employee's knowledge.
7. Materials shall not be removed from the personnel files except by direction of the City Attorney.

8. Materials regarding applicants for employment (Applications for Employment), while considered “personnel records”, are not a matter of public record subject to the public disclosure provisions of this procedure.
9. Only with the approval of the Human Resources Director shall materials be added to any employee personnel file.
10. The information of public record in Personnel Files and records shall be available for the purpose of inspection, examination and copying only in the Human Resources Department during regular business hours. The information is generally limited to that specifically identified by open records laws. Additional information may be provided on a case by case basis dependent upon the requestor's "need to know" and in accordance with applicable laws governing the individual employee's protection of privacy and after consultation with the City Attorney.
11. Any person denied access to the information from personnel records may appeal to the City Manager in writing within three **[business]** days from receipt of such denial. The City Manager will make the decision within three days of receipt of the appeal after consultation with the City Attorney.
12. An employee who objects to material in the file may place in the file a statement relating to the material considered to be inaccurate or misleading. The employee may seek the removal of such material in accordance with established grievance procedures.
14. Personnel records containing confidential information will be routed under cover, either by inter-office envelope marked confidential or other protective means.
16. Reference information may be provided with the written authorization of the employee. Information shall be provided only by Human Resources staff and shall be limited to information verifying dates of employment, salary, and job responsibilities.



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SUBJECT: 9.2 Attendance Records

EFFECTIVE DATE: 8/23/99

DATE REVISED:

STANDARD

Each department head shall be responsible for the appropriate attendance of all persons in that department and shall keep complete attendance records. Attendance records shall be maintained by each department head and shall be retained within the department.

PRACTICE GUIDELINES

1. Nonexempt employees are required to maintain time records showing hours worked.
2. Time records shall indicate the purpose for overtime. Overtime shall be approved in advance by appropriate supervisors.
3. Each nonexempt employee shall sign the time record, at the end of each pay period, or within **[work]** days, certifying that the time record is accurate and complete. Time records will be signed by supervisors who have knowledge of the time worked, and shall certify that he/she has reviewed the record and that it is accurate and complete.
4. Falsification of time records is grounds for disciplinary action up to and including dismissal.
5. Time records shall accurately and completely reflect the use of vacation leave, sick leave, other types of leave, and compensatory time earned and used. Such information will be reported to the Payroll Administrator.
6. Attendance records should include, at minimum, the following information: vacation leave, sick leave, holiday leave, compensatory leave, other leave, hours worked during normal work hours, and hours worked beyond normal work hours.
7. These time records shall be kept on file for a minimum of three (3) years.
8. Records of hours worked beyond normal work hours (overtime) will include the purpose of overtime and number of hours worked. This information should be kept on the basis of the nearest 15 minutes.
9. It is critical that all accumulated compensatory time and compensatory time used be documented and records to that effect be maintained.

