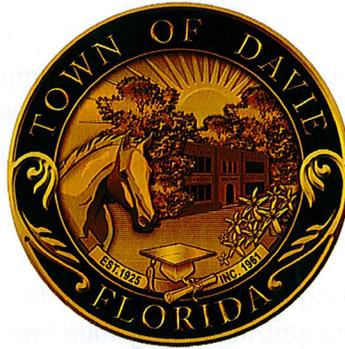


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**EMPLOYEE SEPARATIONS
SOP #21-013**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 6, 2009	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:

Stacy A. S. Hyslop

Author

9/24/12

Date

Bob [Signature]

Town Administrator

9-24-12

Date

1-1. PURPOSE.

This operating procedure establishes requirements and responsibilities to ensure uniformity in processing separations from employment with the Town of Davie.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time and Seasonal employees.

1-3. POLICY.

It is the policy of the Town of Davie to establish procedures which must be followed by all employees, supervisors, and managers regarding employee separations.

1-4. PROCEDURE.

- a. Any employee wishing to leave the Town of Davie in good standing shall submit to his supervisor or Department Director a written resignation stating the date the employee is leaving and the reasons for leaving. Under normal circumstances the resignation should be submitted providing at least two (2) weeks' notice. Failure to comply with this procedure may jeopardize the good-standing status from the date of separation and the payment of accrued leave time.
 - b. Notice of Separation Form.
 1. Upon receipt of a written or verbal notice of resignation, the supervisor shall complete a Notice of Separation form (see sample form, Appendix 1). A copy of the completed separation form will be hand-delivered, or mailed to the employee attached to a letter acknowledging the resignation (see sample letter, Appendix 2).
 2. A Notice of Separation form must be completed for all separation reasons (Voluntary and Involuntary) identified on the form.
 3. The completed Notice of Separation form and documentation related to the employee's resignation, including any e-mails, shall be filed in the employee's official personnel file.
 - c. Abandonment - Employees are expected to notify the Town of Davie of their intended absence if at all possible. Un-notified absences from work for a period of three (3) consecutive working days may be considered as the employee's abandonment of his or her employment with the Town of Davie and inherent in the absence is the employee's resignation from the Town of Davie.
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- d. Date of Separation - The effective date of separation from Town of Davie Service shall be at the close of business on the last day an employee reports for duty; the date specified in the employee's written resignation; or, the last day of leave granted.
 - e. Employees who separate employment from the Town of Davie will be paid any remaining sick and/or vacation leave in accordance with Town policy or any applicable collective bargaining agreement.
 - f. Town of Davie Property/Work Products
 - 1. Employees separating from the Town of Davie are responsible for returning all Town owned property given to them (i.e., cell phone, laptop computer, Purchasing Card, identification card, etc.) no later than their last day of work.
 - 2. Supervisors are responsible for securing from their separating employee all Town of Davie property and accounting for all files, records and work products given to the employee, no later than their last day of work. An employee separation checklist must be completed to identify and account for all Town of Davie property, files, records and work products.
 - 3. Where Town of Davie property, a file, record or work product has not been received by the supervisor or manager and cannot be accounted for, the supervisor is responsible for immediately reporting such discrepancy to their Department Director.
 - 4. Supervisors are responsible for notifying the Technology and Information Management Department or the appropriate Manager/Officer to delete security/access to assigned computer/data systems within 24 hours of employee's dismissal.
 - 5. Each Department shall develop and utilize an employee separation checklist or use the attached Employee Separation Checklist (Appendix 3). Any locally created separation checklist must include all the items in Appendix 3.
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Appendix 1 – Separation Form

(Electronic form available at Town Hall Share <Y:\HR Forms\Separation Editable.pdf>)

		<h2 style="margin: 0;">Separation</h2>		<input type="checkbox"/> New <input type="checkbox"/> Revised	
Personnel Action Form <small>Revised March, 2008</small>					
Employee ID Number		HR Notification Date		Last Day of Work (end of work day)	
Personal Data					
Last Name		First Name		Middle Initial	Suffix
Action Type					
<input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Termination Effective Date:					
If Termination, <input type="checkbox"/> With Cause <input type="checkbox"/> Without Cause (Documentation must be provided)					
Eligible For Rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Why? (Use Comments Section Below If Needed)					
Request For Hire Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Why?					
Current Assignment					
Position Title			Position Number		
Annual Salary	Hourly Rate	Pay Grade/Step	Effective Date	Anniversary Date	Last Review Date
Union <input type="checkbox"/> Yes <input type="checkbox"/> No		Union Name	Retirement <input type="checkbox"/> Police Department <input type="checkbox"/> Fire Department <input type="checkbox"/> Defined Benefit		
Comments					
Approval Signatures					
Department Director/Designee (Please Print)		Signature		Date	
Human Resources Director (Please Print)		<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <h3 style="margin: 0;">Print Form</h3> </div>		Date	
Prepared by (Please Print)				Date	
<i>Action History - This section to be completed by Human Resources Only (This information will be redacted prior to release for public records request.)</i>					
Original Hire Date	Benefits Service Date	Adjusted Service Date	Date of Birth	Other	

Appendix 2

Sample Letter Acknowledging Resignation

(Use letterhead paper)

Date:

Employee Name
Employee Address

Dear Mr./Ms. _____:

This letter acknowledges receipt of your notice of resignation from your position as a _____ with the Town of Davie, effective (month / day / year). The Department accepts your resignation.

You are encouraged to complete the Town of Davie's Exit Interview Questionnaire Survey at the following website:

http://www.surveymonkey.com/s/TOD_Exit_Survey

The Survey is designed to give you the opportunity to provide feedback in an anonymous way about the factors which influenced your departure from the Department. Your feedback is vital and will assist with analyzing the factors attributing to turnover and give the Department an opportunity for improvement.

Inquiries concerning your employment with the Town of Davie may be directed to the Human Resources Department.

Sincerely,

Title

cc: Employee Personnel File
