

**Chapter 5 SEPARATIONS**

- 5-1 Voluntary Resignation
- 5-2 Abandonment of Position
- 5-3 Reduction in Force
- 5-4 Termination

**5-1 Voluntary Resignation**

Employees who resign and desire to leave the City in good standing should give a minimum of two (2) weeks notice, otherwise they may not be considered for re-employment at a future date.

The City reserves the right to place a resigning employee on a paid leave of absence for any portion or all of the notice period.

**5-2 Abandonment of Position**

One unauthorized absence may constitute cause for separation. An employee who fails to call their supervisor to report their absence for one (1) working day, and to request that the absence be recorded as authorized, may be deemed to have voluntarily abandoned his/her position and may have his/her employment with the City terminated.

**5-3 Reduction in Force**

When it becomes necessary to reduce the work force, full-time employee(s) holding the position(s) to be eliminated shall, when possible, be notified in writing of the reduction in force at least two (2) weeks before the planned reduction in force.

**5-4 Termination**

Termination of employment may occur as a result of the employee's failure in some instances, to satisfactorily complete an introductory period, as a result of disciplinary action, or at-will employment status. Terminated employees shall be notified in writing by the Department Head. At-will employees and those in an introductory status (except promotional probation) have no appeal right to appeal the termination. (See Chapter 7 for process for discipline and grievance)

When it is determined on the basis of a medical examination, that an employee is incapable of satisfactorily performing the essential functions of his/her position because of a physical or mental impairment which is likely to continue indefinitely or to recur frequently and which cannot be overcome by reasonable accommodation and the employee has exhausted any leave for which he/she may qualify, the employee may be terminated. However, every effort will be made to reassign the employee to a position within the employee's physical and mental capabilities which may include adjustment to employment status and compensation.