

Section I – Purpose

Provide a smooth and consistent transition from active employment to date of resignation/retirement.

Section II – Exiting Employment Process

Employees must notify the Human Resources Department in writing of their intent to resign or retire, including the effective date, using the Separation of Employment Form (attached). The form should be completed by the employee, with the original remaining in Human Resources, and a copy sent to the Department Manager. In order for retirement checks to be processed in a timely fashion, notice of retirement should be made at least two months in advance of the retirement date. Employees who do not give a minimum of 2 weeks' notice may be ineligible for rehire with the City.

Section III – Limitation on Use of Paid Leave Prior to Termination

Employees may extend their last day of employment by using approved, available leave. Supervisors may approve an employee to use up to four (4) weeks total from available vacation, comp, or holiday hours. Approved leave cannot extend into a new calendar year. Employees will be paid for unused leave at their current rate of pay, according to the appropriate Union Contract or Human Resources policy. All requests to use available leave prior to termination of employment must be approved in advance of the resignation/termination. Employees using leave are in full employment status and subject to all rules, regulations, and policies of the City of Hagerstown.

Section IV – Outside Employment Prior to Termination Date

If an employee has notified the City of their intent to retire/resign, and they plan to work another job while using approved paid leave time from the City, they must complete a form for Outside Employment. This request may or may not be approved by the Department Manager, Director of Human Resources and City Administrator, at their discretion.

Section V – Rehire

Former employees who have left the City of Hagerstown in good standing, including following the above process when leaving employment with the City, are eligible for rehire and may be considered for full or part-time positions. All applicants must meet the minimum qualifications for future positions. Employees who are terminated or resign in lieu of termination from employment will be ineligible for rehire.

Section VI – Return of City Owned Property

Employees are required to return any and all City-owned property upon separation of employment. If the employee does not return any City-owned property, they will be invoiced for the replacement value of the unreturned property.

Section VII – Negative Leave Balances or Monetary Balances Owed to the City

An employee with a negative leave balance or otherwise owes money to the City, such as for unreimbursed education assistance or negative leave accrual, will have the balance of the money owed withheld from their last check and if applicable, any accrual payouts. Any additional balances will be invoiced and subject to collection efforts.