

## **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 [tsummers@roswellgov.com](mailto:tsummers@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 Tammy Summers, Employee Relations Manager. The completed form can be sent to [tsummers@roswellgov.com](mailto:tsummers@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).

### **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 ICMA 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](mailto: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)