

City of Northampton, Massachusetts
Human Resources Department

Effective Date: 12/8/2006

RESIGNATION

POLICY

The City recognizes that there are certain aspects of employment that the City can control (schedule, position assignment) and certain aspects that the employee can control. One of the areas that an employee can control is when they decide to leave the employ of the City. The City has adopted a policy of requiring a “notice period” when an employee makes the decision to end their employment relationship. This notice period gives the department manager the opportunity to make arrangements for a replacement and to organize the departure of the incumbent. The purpose of this policy is to define the notice period and address some issues that arise when the employment relationship ends.

SCOPE

This policy covers all city and school employees unless the employee is covered by a bargaining agreement that addresses this subject, and this policy is in conflict with the bargaining agreement.

DEFINITION:

Notice period - a period of time (usually two to five weeks) after an employee has given their manager notice of their intention to leave the employ of the city. The period usually begins the day notice is given and continues through the last day the employee performs any work for the City.

Job abandonment - when an employee fails to come to work for three days and does not call their supervisor for three days, it will be concluded that the employee has voluntarily resigned their position with the City and their separation date will be documented as the last day they performed any work.

PROCEDURE:

When an employee makes the decision to leave their position with the City, the employee should give written notice to their supervisor. The employee should include in that notice when their last day of actual work will be. Employees should limit their use of paid time off (PTO) benefits (sick, personal or vacation time) during their notice period. Once their notice period has passed and the employee has worked their last day of work, the employee will receive a payout of all applicable PTO benefits in their next payroll check.

The amount of notice given should match the employee’s annual vacation benefit (i.e. If an employee earns/accrues two weeks of vacation per year, they should give their supervisor two weeks notice before their last day of work).

If an employee fails to give proper notice (i.e. walks off the job or gives less than two weeks’ notice), the employee will not be eligible to be rehired by the City in the future.

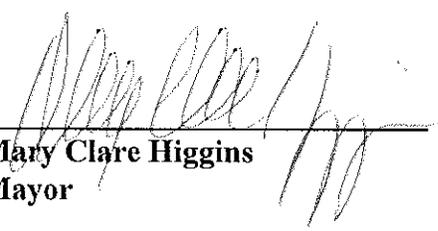
Employees are encouraged to schedule an Exit Interview with the Human Resources Department before their last day of work. During the exit interview, the HR staff can inform the employee of the impact this change makes on their benefits, etc.

All employment references must originate in Human Resources. No manager is allowed to give a reference for a departing employee unless/until it has been approved by the Director of Human Resources.

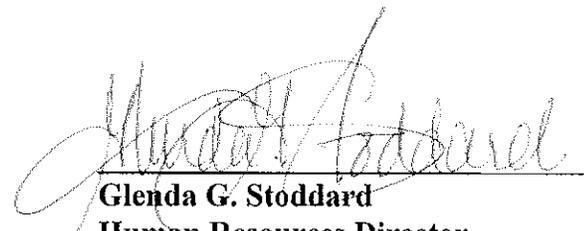
Any employee who separates from employment with the City shall receive the balance of their vacation time paid out in the pay period after their last day of work, (except as outlined in #2 of the General Guidelines of the Paid Time Off Policy).

Continuation of group health insurance for terminal payout period: An employee who voluntarily separates employment and gives appropriate notice and has two or more full weeks worth of vacation time accrued on their last day of work, may choose to have the vacation time paid out in bi-weekly amounts for up to four weeks (2 pay periods). During that terminal payout period, the employee could choose to continue their group health insurance for each week of full pay. Any remaining vacation balance would then be paid out in a final paycheck. Group health insurance benefits would end on the last day of the week in which the employee was paid their regular scheduled hours in vacation time or after four (4) weeks, whichever is sooner. Employees cannot continue group health insurance coverage for any partial pay week. Once an employee is no longer eligible for group health insurance, they will be given the option of continuing coverage under the provisions of COBRA. Employees exercising this option would not accrue any vacation (or sick) time. All other benefits end on the employee's last day of work.

Approved:



Mary Clare Higgins
Mayor



Glenda G. Stoddard
Human Resources Director