

SECTION 2: Employment and Compensation

XXX. Reduction in Force

- A. Reduction in Force (RIF) is the elimination of a position or dismissal of an employee because of a change in a city program, a departmental reorganization, a budgetary restriction, the expiration of a grant or contract, or in the event of a financial or other urgency.
- B. The City Manager, Human Resources and the City Attorney shall meet to determine criteria and legal requirements in determining reductions.
- C. Department/Division managers shall be strictly prohibited from sharing any information about the RIF until specifically authorized to do so by the City Manager. Any breach of sensitive information determined may result in disciplinary action up to and including termination.
- D. Employees affected by the reduction are considered “preferred candidates” and will be notified of the reduction by their supervisor and/or manger and provided a letter of the provisions of the RIF.
 1. “Preferred candidates” who apply for other city positions are not guaranteed placement into another position nor the same pay should they successfully move into that position. Pay is determined based on equity of other similarly situated employees in that position at the time of transfer.
 2. “Preferred candidates” must meet the minimum qualifications for any position and must apply for positions through the same process as all other candidates.
 3. Hiring supervisors are required to review “preferred candidate” applications as a priority and interview them.
 4. Although “preferred candidates” were displaced by the reduction, the hiring manager retains the right to make the final hiring decision on any position. The candidate must demonstrate a desire to continue work, learn a new position, maintain a positive attitude and contribute.

XXXI. Exit-Processing

- A. Purpose
 1. The purpose of this directive is to establish a process to be followed whenever an employee separates employment from the City.
- B. Resignations
 1. A minimum of a two week notice is expected for employees resigning from the city.
 2. An earlier notice is desirable for employees who resign from highly skilled, executive, or technical positions or where replacement may require extensive recruitment.
 3. Resignation letters are considered accepted once a supervisor initials and dates the resignation form.
 4. If an employee requests to withdraw a resignation letter, it is up to the chain of command as to whether this is allowed or not.
 5. An employee who resigns, then demonstrates a poor attitude, work ethic, or undesirable work habits may be required by the supervisor to end employment prior to the resignation date if their actions are disruptive or destructive to the work unit or environment. In such cases, the resignation date may be adjusted to the day released due to employee’s actions.
- C. Involuntary Terminations

1. Involuntary terminations should be reviewed with the City Manager's Office or Human Resources prior to termination to review circumstances, ensure consistency citywide and to ensure it is in compliance with city policies and state/federal laws.

D. Procedures

1. All exiting employees must go through exit-processing with Human Resources to ensure that s/he receive any required federal, state or local benefits, retirement or other such notices.
2. Collect all city property from the employees
3. Complete exit-processing checklist from Human Resources noting what has or has not been turned in by the employee.
4. Forward a copy of the exit-processing checklist and the resignation/termination letter to Human Resources as soon as possible and prior to separation of the employee.
5. Advise the departing employee to turn in all remaining City property on the final day for Exit-processing.
6. Employees terminated for cause may not return to their work area.
 - a) The supervisor will set a time with them outside of work hours to collect belongings and/or go through files to get personnel information. No exceptions.
 - b) This shall always be supervised and the supervisor has the right to review any information the employee is removing to ensure it is personal and not city property.
7. The employee should call or email Human Resources to schedule the exit-processing on or near their last day.
8. The supervisor and Human Resources should return all property to respective departments.
9. Employees who begin to abuse their final workweeks by calling in sick, failing to show up, evidencing a bad attitude, destructive or disruptive behavior etc. may result in the future resignation date becoming immediate at the discretion of the Department Director.