

19-TERMINATING EMPLOYMENT WITH THE CITY

Voluntary.

Retirement. The Virginia Retirement System requires that employees planning to retire complete and submit the required paperwork a **minimum of ninety (90) days** prior to the desired date for retirement. This is to allow adequate time to process the paperwork and provide timely receipt of retirement benefits. The necessary forms are available in the Human Resources Department.

Resignation. Employees voluntarily leaving employment with the city are requested, when practical, to provide two (2) weeks notice of the last day of work, in writing to the human resources department. Failure to provide two (2) weeks notice may adversely affect consideration for re-employment with the city.

Benefits Administration. In order to ensure the proper administration of benefits, employees leaving employment with the city are required to arrange, in person with the Human Resources Department, administration of the following employee benefit programs:

- Continuing health insurance coverage through COBRA
- VRS retirement contributions
- Disability and Group Life Insurance policy conversion
- ICMA deferred compensation program
- Flexible spending account, medical

Involuntary.

Dismissals. Employees who are dismissed involuntarily from employment with the city of Waynesboro for inadequate job performance or misconduct are also required to make arrangements with the Human Resources Department for administration of employee benefits.

Most employees dismissed involuntarily from employment with city are covered by COBRA; only those employees who are dismissed for gross misconduct or gross negligence are excluded from coverage according to the provisions of the law.

RESIGNATION AND RETIREMENT BENEFIT ADMINISTRATION

Employees resigning from employment with the city of Waynesboro may use a maximum of ten (10) days of annual leave and shall be paid in one lump-sum for the balance of their accrued annual leave up to the maximum carry-over.

Employees retiring from service with the city may use a maximum of three (3) weeks of annual leave and shall be paid in one lump-sum for the balance of their accrued annual leave up to the maximum carry-over.

Employees who resign or retire and utilize the two (2) or three (3) weeks of annual leave, respectively, will not accrue additional leave after their last day of working employment. This means that employees will not accrue additional annual leave while on their final period of leave without the intention of returning to work.

Employees will continue to receive city benefits (insurance and retirement) during the final period of annual leave.

The employee must provide his or her department head, the Finance Department, and the Human Resources Department written notice of resignation or retirement, specifying the last day of working employment, as far in advance as reasonable. All employees must clear through their departments, and the Human Resources Department, to ensure that all city property is accounted for and turned in, including identification cards prior to their last day of work.