

**TOWN COUNCIL OF CENTREVILLE
RESOLUTION 09-2023**

**A RESOLUTION OF THE TOWN COUNCIL OF CENTREVILLE TO AMEND THE
SEPARATION OF EMPLOYMENT POLICY**

WHEREAS, By Ordinance 01-2011, enacted on March 17, 2011 and effective on April 6, 2011, the Town Council adopted the Personnel Manual: Rules and Regulations Governing the Operation of a Merit System (“Personnel Manual”), as a personnel manual for employees of the Town of Centreville.

WHEREAS, by Ordinance 02-2013 enacted on February 21, 2013 and effective on March 14, 2013, the Town Council ordained in Section 3 that future amendments to the Personnel Manual may be adopted by resolution.

WHEREAS, the Town of Centreville wishes to amend this separation of employment policy in the Town’s Personnel Manual, attached hereto as Exhibit A.

NOW, THEREFORE, be it resolved by the Town Council of Centreville, this _____ day of August, 2023:

1. The Town of Centreville’s Separation of Employment Policy, Policy Number 200-001 attached hereto as Exhibit A is hereby approved and shall replace all previous versions.
2. This Resolution shall be effective immediately.

ATTEST:

THE TOWN COUNCIL OF CENTREVILLE

Carolyn M. Brinkley, Town Clerk

Steven K. Kline, President

Ashley H. Kaiser, Esq., Vice President

Eric B. Johnson, Jr., Member

Daniel B. Worth, Member

Jim A. Beauchamp, Member

Title: Separation of Employment Policy	Resolution: 08-2023
Approved: 05.04.2023	Revised: 08.17.2023
Policy #: 200-001	Form(s): 23-003

J. *Separation of Employment Policy*

1. Purpose

It is the policy of the Town to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace.

2. Voluntary Terminations

Voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to his/her supervisor or when an employee is absent from work for three (3) consecutive workdays and fails to contact his/her supervisor (job abandonment).

a. Procedures

- i. Employees are requested to provide a minimum of two weeks' notice of their intention to separate employment. The employee should provide a written resignation notification to his/her immediate supervisor.
- ii. Upon receipt of an employee's resignation, the supervisor will notify their Department Head and Human Resources by sending a copy of the resignation letter and any other pertinent information (e.g., employee's reason for leaving, last day of work, etc.)
- iii. Human Resources will coordinate the employee's departure from the Town. This process will include the employee's returning all town property, a review of the employee's post-termination benefits status and the employee's completion of an exit interview.

3. Involuntary Terminations

Procedures are outlined in (F) of this section.

4. Death of an Employee

A termination due to the death of an employee will be made effective as of the date of death.

a. Procedures

- i. Upon receiving notification of the death of an employee, the employee's supervisor should immediately notify human resources.
- ii. Human Resources will process all appropriate beneficiary payments from the various benefit plans.
- iii. The employee's supervisor should ensure that payroll receives the deceased employee's timesheet.

5. Final Pay

An employee who resigns or is discharged will be paid through the last day worked, plus any unused compensable leave balances, less outstanding loans, advances, or other agreements the employee may have with the town, in compliance with state laws. In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law.

6. Health Insurance

Medical, dental, and vision insurance coverage terminates the last day the employee worked. Information about COBRA continuation coverage will be provided.

7. Return of Property

Employees must return all town property at the time of separation, including uniforms, cellphones, keys, laptops, intellectual property, and identification cards. Failure to return some items may result in deductions from the employee's final paycheck where state law allows. An employee will be required to sign a wage deduction authorization to deduct the costs of such items from the final paycheck. In some circumstances, the Town of Centreville may pursue criminal charges for failure to return company property. An employee who possesses administrative rights will be required to sign a document relinquishing their rights upon separation of employment.

8. Exit Interview

An employee who voluntarily resigns shall schedule an exit interview with Human Resources prior to the employee's last day of work.

9. Eligibility for Rehire

- a. Employees who leave town employment in good standing with proper notice may be considered for rehire. Former employees must follow the normal application

and hiring processes and must meet all minimum qualifications and requirements of the position, including any required qualifying exam. Rehired employees will not retain previous tenure when calculating longevity, leave accruals or any other benefits, unless required by law.

- b. Employees who are involuntarily terminated by the town for cause or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.