

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Separation of Employment		Number: 22-22
		Effective Date: 10/17/2023
Departments Affected: All		Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 10/17/2023	

Overview: City of Red Bluff employees seeking separation from City employment in good standing should submit a signed written notice of resignation or written notice of retirement, including the last day of employment, a minimum of two weeks prior to their actual date of separation. Separating employees may be asked to participate in an exit interview.

Applicable to: All employees

Guidelines: Separation Notice
In order to facilitate a smooth transition from City employment, City of Red Bluff employees should provide a signed written notice of separation to the Department Head or their designee, or Human Resources, a minimum of two weeks prior to the date of separation. Employees may request consent from the Department Head or designee to provide a shorter notice. Employees who verbally indicate their intention to resign or retire without submitting a written notice of separation, employees who do not request permission to provide less than a two-week notice, employees who abandon their position without providing any notice, or employees who refuse to sign a written notice of separation may be considered ineligible for rehire.

Written notice of separations will be considered accepted on the date received by the Department Head, their designee, or the Human Resources Department. City of Red Bluff employees who are authorized to accept a written notice of separation shall sign and date the notice as a signature of acknowledgment. The signature of acknowledgment will serve as acceptance of the written notice of separation. Each Department Head will determine who has authority within their respective department to accept a written notice of separation and provide a signature of acknowledgment.

Employees providing written notice of separation via electronic mail will be asked to print and sign a copy of the electronic message.

Nothing in this rule is intended to prevent a Department Head, or designee, from accepting an employee's written notice of separation early.

City of Red Bluff
AP&P 22-22 Separation of Employment Policy

Rescission or Revision of Written Notice of Separation

An employee's request to rescind or revise a previously submitted written notice of separation is subject to the discretion of the Department Head. Department Heads may consider consulting with the Human Resources Department. The absence of a signature of acknowledgment from an authorized employee does not obligate a Department Head to allow an employee to rescind or revise a written notice of separation. Any change to the notice of separation should be made on the original notice and signed by both the employee and the Department Head.

Exit Interview

Regular status employees submitting a written notice of separation may be asked to participate in an exit interview. Exit interviews are intended to obtain information to improve relationships with future City of Red Bluff employees, as well as provide separating employees with an opportunity to discuss questions or concerns related to their City of Red Bluff employment. Employees should be encouraged to be honest, candid, and constructive when responding. Information gathered in an exit interview is confidential to the extent permitted by law.

Participation in an exit interview will be on a voluntary basis. Exit interviews should be conducted by the Human Resources Department using the Exit Interview Survey form. Exit interviews may be conducted in person, by phone, or via an alternative method of video technology. Departing employees who decline participation in an exit interview may be provided with the Exit Interview Survey form for completion as an alternative. Exit interviews should also be utilized as an opportunity to ensure all City property and equipment have been returned.

Information obtained through the exit interview process may be analyzed by the Human Resources Department to identify common themes or department trends. Analysis may include statistical information regarding the number of employee departures and reasons for leaving, a summary of actions or interventions taken based on exit interview information, concerns, or opportunities identified through exit interview feedback.

Information to Departing Employees

Departing employees should provide their forwarding address to Human Resources to ensure any benefits and/or tax information is received in a timely manner. A separating employee's final paycheck and payout of accrued leave banks will occur in the next regularly scheduled pay period. Health insurance benefits will remain in effect until the last calendar day of the following month. Dental/Vision benefits will remain in effect until the last calendar day of the month that notice is given.

Questions regarding deferred compensation or any other ancillary benefits should be directed to Human Resources. Employees seeking reinstatement should confirm eligibility by referencing AP&P 22-24: Reinstatement for more information.

Employees must return all City of Red Bluff property at the time of separation, including but not limited to; uniforms, cellphones, keys, laptops, gas/credit cards, and identification cards.