

## Advance Resignation Notice Program.

### **Purpose**

The City's Advance Resignation Notice Program ("Program") is designed to improve the efficiency and stability of the City's workforce by encouraging employees to give the City advance notice of their intent to resign. The purpose of this Program is to begin replacing an employee who is leaving the City as soon as possible after notice is received, reducing the time the position remains unfilled.

### **Eligibility**

This Program is available to active, regular full-time employees who have been employed in a regular full-time position for a minimum of five years. Paid-on-call, part-time, and seasonal employees are not eligible for this program.

The City reserves the right not to replace any employee who resigns and/or modifies the position and duties prior to hiring a new employee. This decision will not affect a current employee's eligibility for the Advance Notice Payment under this Program.

### **Notice and Use of Leave**

In order to be eligible for the Advance Notice Payment referenced herein, an employee must give at least **90** calendar days' notice in writing to the Clerk/Treasurer before his/her last day of work. The last day of work is defined for this Program as the previous day an employee will be actively working for the City. The City reserves the right to approve or deny requests for use of accrued leave during the 90 to 180-day period. It is the intent that the employee requesting participation in this Program and receipt of the Advance Notice Payment shall remain actively working and limit the use of leave during the 90 to 180-day period following notice of their anticipated resignation.

### **Expectations**

To be eligible for the one-time payment noted below, the departing employee will be expected to train the replacement or new hire to the extent possible by transferring knowledge and preparing documentation of the position as necessary.

### **Program Application**

The Advance Resignation Notice Program Application ("Advance Notice Application") must be signed by the employee and the City Clerk/Treasurer to be effective. The City reserves the right to refuse any Advance Notice Application from any employee that does not comply with the requirements of this Program.

### **Advance Notice Payment**

The City will provide the employee with the following one-time payment for advance notice of their resignation:

Ninety (90) days:	40 hours pay
One Hundred Twenty (120) days:	80 hours pay
One Hundred Eighty (180) days:	160 hours pay

For purposes of this Program, the term day(s) shall mean calendar day(s). Payment will be made after the employment termination date. If the employee breaches their obligations under this Program by terminating employment with the City in advance of the agreed-upon resignation date or is otherwise terminated for cause by the City before the designated resignation date, the employee forfeits eligibility for the Advance Notice Payment referenced herein. Payment is subject to taxation and required deductions.

### **Rescission Period**

An employee has **ten (10)** calendar days from the date the employee submits their Advance Notice Application to the City Clerk/Treasurer to rescind their application and/or resignation. After the City has accepted the resignation and after the expiration of the employee's 10-day rescission period, the resignation shall be deemed irrevocable, and the employee may no longer rescind it without the City's agreement to either permit rescission or defer the resignation.