

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT

Separation from Employment
and Exit Interviews

NUMBER

A-8

EFFECTIVE DATE

August 1, 2010

SUPERSEDES

Revises Current A-8

Prepared By: Human Resources & Risk Services

Approved By: Agnes M. Speight
Assistant City Manager

1.0 Policy Statement

Should you decide to leave your employment with the City of Wilson, we ask that you provide your immediate supervisor or Human Resources & Risk Services with at least two (2) weeks advance notice. This notice will allow for a smooth transition of your duties and working relationships. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the City of Wilson.

2.0 Procedures

Prior to your departure, the City of Wilson may request that you meet with a City representative to provide work-related feedback on the City. This will allow the City of Wilson to continue to evaluate their policies and practices and to improve such policies and practices if possible. In certain cases, employees who have resigned may be involved in the training of their replacements. The City of Wilson reserves the right to make any notice of resignation effective immediately.

Prior to your departure date, you will be required to return all City of Wilson documents, materials, and equipment. No confidential materials or documents should be copied or in any way duplicated and taken with you when you separate from employment.

Upon termination of employment, an employee shall not remove any software or data from the city-owned computers and shall completely remove all data collected, downloaded and/or created on personal computers used for City of Wilson business that relate in any manner to City of Wilson business. Upon request of the City of Wilson, a terminating employee shall provide proof that such data has been removed from all personal computers used for City of Wilson business.

You should notify the City of Wilson if your address changes during the calendar year in which separation occurs so that your tax information will be sent to the proper address.

Any vacation time taken, but not accrued, will be required to be paid back to the City of Wilson upon resignation or involuntary termination to the extent permitted by law.

3.0 References

All written or oral requests for references regarding current or former employees should be referred to the Human Resources & Risk Services Department. Employees are advised not to provide written recommendations on behalf of the City of Wilson.

It is the City of Wilson's policy to verify an employee's name, dates of employment, job title, final salary and eligibility for rehire. No other information regarding a current or former employee will be provided.

4.0 Exit Interviews

Every employee, regardless of whether he or she resigns or is terminated, may be given an exit interview. This interview is designed to be an important exchange of information, which should be to the benefit of both parties. Employees who leave the City of Wilson voluntarily are requested to give a minimum of two (2) weeks' notice to their supervisor.

In certain cases, employees who have resigned may be involved in the training of their replacements. The City of Wilson reserves the right to make any notice of resignation effective immediately.