

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	6-9
		Original Adoption	02-09-1987
		Revision #	6
		Last revision date	October 2015
Section Title	Employment		
Subject	Resignation and Retirement		

This section covers Regular Full-Time and Regular Part-Time employees.

Resignation

Resignation is a termination action initiated by the employee.

1. An employee who intends to resign from a position with the City is expected to submit a letter of resignation to his/her supervisor stating the effective date and the reason for the resignation.
2. Employees are asked to give at least 14 days notice before leaving. Department heads are asked to give at least 30 days notice.
 - a. In addition to meeting with Human Resources Staff concerning items in subsection 5 below, the employee is required to complete an exit interview form and review it with Human Resources staff prior to their last day worked. It is also acceptable for supervisors, department heads or the City Manager to meet with employees prior to their exit from city employment for informal exit interviews.
3. Group health insurance will remain in effect and the employee may elect to continue coverage under the COBRA law as stated in Policy 2-1.
4. Vacation and sick leave accrual payout at time of resignation will be paid in accordance with state law. Employees will be required to be paid out for all eligible sick leave, (non-exempt) compensatory time and vacation leave balances at time of resignation.

All employees are required to return all City property to the department upon termination, discharge or retirement.

5. The Human Resources Office must be notified by the employee of his or her intentions for the following items:
 - Continuing medical insurance
 - Withdrawal of retirement funds
 - Miscellaneous deductions such as flex, deferred compensation, etc.
 - Change of mailing address, if any

Retirement

Retirement is a termination action initiated by an employee who meets the basic eligibility requirements of the employee's appropriate retirement system.

1. Any employee who is planning to retire from City employment is required to submit a letter of intention to his/her supervisor at the earliest possible date. The employee should be aware that some retirement systems take several months to review a case before compensation is released to a retired person. The Human Resources Office should be involved at the earliest possible date.

Employees should also contact the Public Employees Retirement office at the earliest date to assure prompt payment of benefits.

2. All City property must be returned to the department.

In addition to meeting with Human Resources Staff concerning items in subsection 5 below, the employee is required to complete an exit interview form and review it with Human Resources

staff prior to their last day worked. It is also acceptable for supervisors, department heads or the City Manager to meet with employees prior to their exit from city employment for informal exit interviews. Employees will be given an exit interview form to complete which may be used as part of the exit interview.

3. Group health insurance will remain in effect as per Policy 2-1. Retired employees may continue to receive group health benefits at their own cost. (See Policy 2-1)
4. Vacation and sick leave accrual payout at time of retirement will be paid in accordance with state law. Employees are required to be paid out for all sick leave, (non-exempt) compensatory time and vacation hours at time of retirement.
5. The Human Resources Office must be notified of employee's intentions for the following items:
 - Continuing medical insurance
 - Miscellaneous deductions such as flex, deferred compensation, etc.
 - Change of mailing address, if any