

	<h2 style="color: blue;">City of Helena</h2> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	9-3
		Original Adoption	02-09-1987
		Revision #	5
		Last revision date	March 2016
Section Title	Discipline and Grievance		
Subject	Discharge		

Discharge is an action by the employer ending the employment relationship because of an end to the need; a serious violation of law, policy or directive; or when discipline has not worked. Covers regular employees only.

An employee who has been notified of his/her discharge will be given a letter of cause from the City Manager stating the effective date of discharge. The employee will receive this letter prior to leaving City employment. (Also see Policy 9-1 and 9-2)

Final payment will be made in accordance with Policy 4-4.

All actions will be in accordance with state laws and regulations.