

SECTION 15

SEPARATIONS

15.1 TYPES OF SEPARATION FROM CITY SERVICE

Types of separations and/or terminations from positions in City service shall be designated as one of the following types:

- Resignation
- Retirement
- Medical/Disability
- Death
- Layoff
- Dismissal or Discharge
- Appointment ended

15.2 RESIGNATION

Resignation is:

(a) the separation of an employee from City service through submittal of a notice that he wishes to resign, or

(b) failure of an employee to report to duty for three consecutive working days without justifiable reason or authorized leave.

Any employee wishing to leave the City with good standing shall notify his immediate supervisor at least two (2) weeks before leaving.

15.3 RETIREMENT

When an employee meets the conditions set forth by his respective retirement plan (Florida Retirement System, City of Melbourne General Pension, Police Pension, Fire Pension) that employee may elect to retire and receive all benefits earned under the retirement plan.

Additional health and life insurance benefits provided by the City of Melbourne to its retirees are contingent upon actual retirement (drawing a pension) under one of the plans designated above. A deferred retirement option does not qualify an employee for the benefits offered to those employees who will be drawing an immediate retirement benefit.

Retirement Presentation Policy

Ceremony for those employees retiring from the City of Melbourne shall be coordinated by the appropriate department within the guidelines set forth in the Retirement Presentation Policy.

Policy:

In recognition of loyalty and dedication of service, a retirement presentation will be held for those employees retiring from the City of Melbourne. The procedures to be followed in preparing for such a ceremony are as detailed below.

Procedures:

- A. The appropriate Department Director, Division Manager or designee will arrange the date, time and location of the presentation.
- B. The Department Director, Division Manager or designee will notify Personnel by sending a memorandum to the Personnel Division **three weeks** prior to the presentation date advising them to order the Certificate of Appreciation, Key to the City, and gift certificate for the Melbourne Square Mall. In this memorandum, please provide the name of the future retiree, the position he/she held, years of service, as well as the date, time, and place of the scheduled retirement ceremony.
- C. Invitations to the ceremony should be sent out by the Department/Division. The original retirement memorandum will be forwarded by Personnel to the City Manager along with the Certificate of Appreciation for signature. This will act as his notice and invitation to the upcoming ceremony.
- D. A representative from the Department/Division should contact Personnel at least two days prior to the ceremony to arrange for pick-up of the gifts. It is the responsibility of the Department to obtain and deliver the gifts to the ceremony unless other arrangements are made.
- E. If an employee does not wish to have a ceremony in his honor, or the Department/Division has made other arrangements for recognition, the Department/Division must also notify Personnel of that decision in writing.

15.4 MEDICAL/DISABILITY

An employee may be separated for medical or disability reasons when he can not perform the duties of his position due to physical or mental impairment, and when all avenues pertaining to alternate placement and accommodation under the American's With Disabilities Act have been exhausted. In all cases, such separation must be supported by medical evidence acceptable to the Personnel Director. The City may require an examination at its expense and performed by a physician of its choice.

15.5 DEATH

Separation of an employee shall be upon the date of death. All compensation due to the employee as of the effective date of the separation shall be paid to the beneficiary, spouse, or estate as determined by law or by executed forms in his Personnel File.

15.6 LAYOFF

The City Manager or his designee may lay off an employee or employees when he deems it necessary by reason of shortage of funds or work, the abolition of the position, or other material changes in the duties of the organization, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of employees. The duties performed by any employee laid off may be reassigned to other employees already working who hold positions in appropriate classes.

Order of Layoff:

When it becomes necessary to reduce the number of employees within a given class in any department through lack of funds, work or other causes, employees shall be laid off as follows:

- 1) Emergency, on-call, temporary employees
- 2) Probationary employees (new-hires)
- 3) Regular employees

When the need arises for laying off an employee serving a provisional or promotional probationary period, such employee shall be returned to a position of the class from which he was promoted or advanced and layoff shall be made from said class in the manner herein provided.

In determining layoff, the City will consider employees performance and then length of service in the job classification within the department and other federal requirements which may apply.

15.7 CITY PROPERTY

Upon separation and prior to issuance of all monies due, the employee must return all records, assets, keys, tools, uniforms and other City property in his custody to his department supervisor. All monies due the City at the time of separation shall be collected through appropriate action.