

### **Rule 7.1 TYPES OF SEPARATION**

- a. Resignation
- b. Lay Off
- c. Death
- d. Termination
- e. Suspension: Temporary Separation
- f. Administrative Leave: Temporary Separation
- g. Retirement

### **Rule 7.2 RESIGNATIONS**

Any employee wishing to leave the service of the Village in good standing shall provide his/her Department Head with a written notice of resignation at least two (2) weeks in advance, stating the date the employee is leaving and the reasons for leaving. This notice will be filed immediately with the Human Resources Manager.

### **Rule 7.3 LAY OFF**

Any employee may be laid off whenever such action becomes necessary by reasons of shortage of work or funds, the abolishing of a position or because of changes in organization. No employee shall be laid off when there are temporary or provisional employees serving in the same class or lower class for which the employee is eligible, able and willing to fill. The names of employees laid off for any of the above reasons shall be placed on a layoff list for a period of one year. If the position is re-created within this period, the employee shall be given the opportunity for re-appointment.

### **Rule 7.4 TERMINATIONS**

Employees may be terminated from the service of the Village for violations of the Employee Code of Conduct as set forth in Chapter VIII.

### **Rule 7.5 EXIT INTERVIEWS**

The purpose of the exit interview is to provide management with information that will help identify potential problems and help keep the Village of Pinecrest a pleasant and efficient place to work.

Each employee who resigns from the Village shall be asked to complete an exit interview form in the Human Resources Office at or before the time he or she receives the final paycheck and returns all Village property, including identification and keys. If a meeting is not possible prior to separation, the exit interview form may be mailed to the employee's last known address with a return self-addressed stamped envelope.

### **Rule 7.6 RE-HIRE POLICY**

Employees who separate from the Village voluntarily and in good standing may be eligible for rehire with Department Head recommendation and approval from the Village Manager.

### **Rule 7.7 RETURN OF VILLAGE PROPERTY**

Employees separating from the Village for any reason shall, prior to separation, return all Village-owned property and equipment, including Village issued uniforms in his or her possession to their respective department. The cost of replacing or repairing any items lost or damaged while in the possession of the employee shall be deducted from any pay and benefits held by the Village.