

	<b>CITY OF DECATUR PERSONNEL POLICY</b>		
<b>Chapter 02</b>	<b>Employment</b>		
<b>Section 10</b>	<b>Separations</b>		
<b>Revised By:</b>	<b>Nate Mara, City Manager</b>	<b>Revised Date:</b>	<b>October 13, 2025</b>
<b>Approved By:</b>	<b>Nate Mara, City Manager</b>	<b>Effective Date:</b>	<b>January 1, 2026</b>

**02.10 Separations**

This policy will be administered consistently with the City’s obligations under the Americans with Disabilities Act. All employee separations are designated as one of the following types:

- A. **Resignations.** An employee who intends to resign is requested to notify the supervisor and/or the Director of Human Resources or their designee in writing at least 2 weeks prior to the last day of work. Employees who fail to give a two-week notice are typically not eligible for rehire. The supervisor must promptly notify Human Resources of any employee’s intent to resign.
  
- B. **Retirements.** An employee who intends to retire is requested to notify the Department Director, supervisor, and the Director of Human Resources, in writing at least 2 weeks prior to the date of retirement. The TMRS application for retirement must be in the TMRS office the day of intended retirement date, to lock in the in-service-date. Director-level positions are encouraged to give 30-day notice to ensure a smooth transition.
  
- C. **Dismissal/Terminations.** The City may terminate an employee’s employment as a result of unsatisfactory performance or conduct and/or violation of City policies or procedures, including a new hire who fails the orientation period. City employees who are terminated or who resign in lieu of termination due to unsatisfactory performance (pending results of an investigation) or conduct and/or violation of City policies or procedures are generally not eligible for rehire. Dismissal may also occur for the following:
  - a. **Job Abandonment.** Job abandonment occurs when an employee does not report to work as scheduled and has no intention of returning to the job but does not notify the City of his or her intention to quit. Three or more days of no-call/no-show from work will be considered job abandonment.
  
  - b. **Long-Term Absence.** Attendance is an essential function of any City position. The City has a no-fault absence policy. Employees absent from work for more than 180 days in a year, for whatever reason, are subject to termination. The City may elect to end the employee’s employment before the expiration of 180 days if it is unlikely that the employee will be able to return to full-time active duty at the end of the leave. An employee who has a paid leave balance remaining at the end of 180 days may, at the City’s option, extend the leave using any available paid leave balance or be terminated and paid for accrued leave balances.

- c. **Reductions-in-Force/ Reorganization.** An employee may be separated from City service based on a reduction in force and/or reorganization resulting in abolishing the position, other material change in the duties of the organization, or for other reasons which are outside the employee's control, and which do not reflect discredit upon the service of the employee.
  
- d. **Death.** If a City employee dies, the designated beneficiary or estate will be paid all earned pay and payable benefits.