

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 1.4

Subject: Resignation-Separation

Effective Date: December 7, 2015

Approved by: Kyle Hayes | 05/01/2021  
City Manager | Date

Chris Catalina | 05/01/2021  
Personnel Director | Date

I. PURPOSE

The purpose of this policy is to outline guidelines for departments/divisions to follow in the resignation/separation of employees.

II. RULES/PROCEDURES

- A. The department director is responsible and accountable for terminating any employee within his/her department. Employees at any other level may recommend termination but shall not carry out such order unless directed by the department director prior to it occurring. This responsibility may not be delegated below the division manager level.
- B. The department director is responsible for terminating an exempt employee. This responsibility may not be delegated.
- C. Any employee who voluntarily leaves the City's employ shall submit a written resignation. The letter of resignation may be submitted ten (10) working days prior to the employee's last working day. The City may release the employee sooner than the resignation date provided by the employee.
- D. Each employee shall be informed upon termination of his/her right to continuation of insurance in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. A representative of the Personnel Department is responsible for informing the employee of this right upon termination.
- E. An employee who leaves the City after completing twelve months of continuous service and had accumulated Paid Time Off (PTO) and short term disability leave prior to October 1, 1991 shall be paid upon termination for such leave not to exceed a combined total of 1280 hours. The pay for such unused accumulated hours of short term disability leave shall be at the employee's rate of pay and not exceed hours available as of September 30, 1991. Employees may request to take their PTO at any time prior to the termination date subject to the approval of the department director or division manager.
- G. Employees who are separated before completing twelve consecutive months of service shall not be entitled to payment for any accumulated accrued leave.

- H. Any classified (non-exempt) employee who has accumulated compensatory time shall receive pay for any such unused hours at termination.
- I. Fire and/or Police employees who retire or are eligible to retire, shall be paid upon termination all leave benefits in accordance with the state statute and/or collective bargaining agreement.
- J. Upon the death of any City employee eligible for payment of accrued PTO or accrued short term disability leave acquired prior to October 1, 1991, the employee's estate shall be paid a sum equal to the amount which the employee would have been paid if the employment had terminated on the date of death.
- K. The attached termination codes shall be used when creating a Personnel Action Form to indicate the type and/or reason for termination (Attachment A).
- L. The Personnel Action Form shall include all hours worked outside of normal payroll plus any terminating leave the employee is entitled to receive.
- M. An employee who is discharged or resigns shall receive his/her final paycheck via direct deposit on the next regularly scheduled payday.
- N. All reference requests or employment history requests shall be handled by the Personnel Department. Calls or requests regarding Police and Fire employees shall be forwarded to the Personnel Department for handling by the Civil Service Director.

## ATTACHMENT A

### TERMINATION CODES AND REASONS FOR THE CITY OF BEAUMONT, TEXAS

#### TEMPORARY

- 10 End of Temporary Employment
- 11 End of Seasonal Employment
- 12 Special Project Completed

#### RESIGNATION/QUIT

- 20 Failed to Report to Work After Being Processed for Employment
- 21 Accepted Another Job
- 22 Relocated
- 23 Maternity
- 24 Illness
- 25 Personal Problems - Explain
- 26 Walked Off Job
- 27 Quit - Without Notice
- 28 Did not Return from Authorized Leave
- 29 Return to School
- 30 Marriage
- 31 Started Own Business
- 32 Entered Military
- 33 Dissatisfied - Work Hours
- 34 Dissatisfied - Salary
- 35 Dissatisfied - Working Conditions
- 36 Dissatisfied - Performance Review
- 37 Dissatisfied - City Policies
- 38 Resignation
- 39 Other

#### DISCHARGE

- 50 Behavior - See Conditions of Work Policy
- 51 Absenteeism - See Leave of Absence Policy
- 52 Absenteeism - Excessive and/or Unauthorized
- 53 Abuse of Sick Leave
- 54 Falsification of City Records
- 55 Failure to Perform Assigned Duties
- 56 Not Capable of Performing Assigned Duties
- 57 Unacceptable Job Performance
- 58 Unavailable for Work
- 59 Failure to Follow Instructions
- 60 Insubordination
- 61 Refused to Perform Assigned Duties
- 62 Refused to Report to Designated Work Site

- 63 Leaving Work Site - Unauthorized
- 64 Fighting on City Property
- 65 Destruction of City Property, Willful or Careless
- 66 Personal Use of City-Owned Equipment, Tools, or Materials
- 67 Violation of Safety Rules
- 68 Using or Under Influence of Intoxicants While on Duty
- 69 Dishonesty - Unauthorized Removal of City Property
- 70 Dishonesty - Monetary Theft
- 71 Dishonesty - Other
- 72 Falsification of Employment Application
- 73 Not a Bona-Fide Resident of City
- 74 Moved residency Outside of City Limits
- 75 Failure to Pay City Taxes
- 76 Outside Employment - Failed to Comply With Work Uniform Policy
- 77 Violation of Other City Rules
- 78 Discharged/Other

#### **RETIREMENT/DISABILITY**

- 90 Voluntary Retirement
- 91 Disability - Service Connected
- 92 Disability - Non-Service Connected

#### **STRIKE**

- 01 Unlawful Participation in Strike Activities

#### **DEATH**

- 05 Death

#### **LAYOFF**

- 08 Layoff

#### **TRANSFERS**

- 09 Transfer