

# EMPLOYMENT STATUS

## SEPARATION of SERVICE

Separation of employment with in an organization can occur for several different reasons.

All employees that separate service with the **City of Billings** will receive their final paycheck with the next scheduled payroll cycle based on their last *working* day or within 15 calendar days, whichever is less. If the employee is eligible for accrual payouts in the final paycheck, vacation is paid 100%, compensatory time is paid 100%, and sick is paid at 25% per state statute. Any outstanding amounts owed to the **City of Billings** and/or in accordance with MCA 39-3-205 and/or MCA 2-18-617 will be deducted from the employee's final paycheck. Human Resources will provide a copy of the City Grievance procedures to all non-probationary, permanent position employees who depart employment with the City.

Employees may not extend their employment and benefits by using sick accruals, vacation accruals, compensatory time or personal days. Your last day on the payroll should be a working day. Resignations and Retirement notices must be in writing and signed by the employee.

Employees must return all **City of Billings** property in his/her possession, to their division. This includes but is not limited to: City identification badges; keys; phone; tools; uniforms; books or manuals; computer or office equipment; parking passes; or City cars and credit cards.

### A. RESIGNATION

Although the City hopes your employment with us will be a mutually rewarding experience, the City understands that varying circumstances cause employees to voluntarily resign employment. The **City of Billings** requests that employees give a minimum of two (2) weeks written notice of intention to leave the city. The letter should be given to the employee's immediate supervisor. The City reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides more notice than requested, we will evaluate whether the additional notice is necessary for effective business operations and will notify the employee of the final date of employment based on those needs.

When an employee voluntarily resigns his/her position with the **City of Billings**, the division shall email the written notice to Human Resources immediately and then route the original. Human Resources will then contact the employee to schedule their exit meeting in order to close out the employee's employment and benefits.

### B. RETIREMENT

The **City of Billings** requests that employees that qualify for retirement per MPERA ([www.MPERA.gov](http://www.MPERA.gov)) provide a minimum of one (1) month written notice of intention to leave the city. The letter should be given to the employee's immediate supervisor.

When an employee retires his/her position with the **City of Billings**, the division shall email the written notice to Human Resources immediately and then route the original. Human Resources will then contact the employee to schedule their retirement meeting in order to process the employee's retirement and benefits options.

If an employee applies for MPERA Disability Retirement and is approved, typically your **City of Billings** retirement date will be the day after the MPERA board meeting.

### C. TERMINATION

Non-probationary permanent position employees that are terminated by the **City of Billings** will be provided with a letter summarizing the reasons for their termination and the effective date of the

termination. The **City of Billings** will follow the procedures outlined in the Progressive Discipline/Corrective Action section.

Probationary, permanent position employees may be dismissed at any time during their probationary period without cause by the **City of Billings**.

Temporary, Short Term, non-permanent position employees may be discharged for any reason that the **City of Billings** deems appropriate. Temporary, Short Term, non-permanent position employees may not appeal their termination through the formal grievance procedure.

#### **D. JOB ABANDONMENT**

Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The employee's supervisor should try to contact the employee during this period of time. The supervisor shall notify Human Resources of the situation. At the expiration of the third workday, the supervisor should initiate the paperwork to terminate the employee with Human Resources.

#### **E. RE-EMPLOYMENT**

Depending on the circumstances surrounding the separation of service from the **City of Billings**, former employees may be eligible for re-employment. Former employees will be required to complete the regular application process and proceed through the regular hiring procedure, the same as other applicants. A former employee who is re-hired by the **City of Billings** will be considered a new employee and required to complete the probationary period.

#### **F. LAYOFF / REDUCTION IN FORCE (RIF)**

The **City of Billings** does have the authority to determine if the workload, funding or other business decisions are such that terminations (via layoff or RIF) are required. Whenever possible, employees will be provided at least two (2) weeks advance notification before the layoff or RIF.