

**7.05 SEPARATION FROM SERVICE**

**Resignations**

Any employees wishing to leave ~~the City~~ service in the Auditor's Office in good standing shall file a written resignation with ~~his/her~~ their supervisor and provide a copy to Management Services ~~appointing authority~~. This notice shall be given at least two weeks before leaving, stating the date the resignation shall become effective and the reason for leaving. Unless unforeseen circumstances intervene, or as otherwise agreed to by the ~~appointing authority~~ division manager, in consultation with Management Services, failure to give proper notice of resignation will render an employee ineligible for reinstatement under the **Administrative Rule on Reinstatement**.

~~Bureau managers shall forward a copy of all resignation notices and supporting documents to the Bureau of Human Resources, as soon as practicable but in no case later than the effective date of the resignation.~~

**Retirement**

Employees retiring under PERS are encouraged to submit their Application for Service Retirement 90 days before the effective retirement date. Visit the [PERS website](#) for information about the procedure, and documents that must be submitted to apply for retirement. ~~—~~Employees should notify their supervisor at the time they submit their application to PERS ~~in order~~ to complete the appropriate paperwork required by the Auditor' Office. Once notified, the timekeeper will submit a Notice of Separation from a PERS Covered Position to Payroll and all necessary information will be forwarded to PERS.

Employees covered under the Police & Fire Pension Fund should consult the plan documents for information regarding retirement and follow notification procedures outlined above.

See **Administrative Rule on Employment of Retirees** for continued employment following retirement.

**Appointment Ended**

An Appointment Ended separation occurs when a ~~L~~imited ~~D~~uration employee's appointment has ended or a ~~L~~imited ~~t~~erm ~~P~~osition has expired. If the employee voluntarily resigns before the date the appointment ends, it will be considered a "resignation rather than an expiration of the term". See **Administrative Rule on Types of Appointments**.

**Employee Separation Procedures**

1. ~~Management Services Operating Bureau Personnel Administrator/Timekeeper~~ prepares a City of Portland (COP) Separation Checklist & Off-Cycle Check Request and submits the original to the Central Time Administrator before 10:00 a.m. for same day payment.
2. ~~Bureau Management Services~~ completes a personnel action in SAP.
3. Employee or Timekeeper completes the employee's timesheet in SAP.

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4. ~~Supervisor~~ ~~Employee's supervisor~~, in consultation with Management Services, ~~o~~ completes the Employee Separation Notice and Checklist, including but not limited to, notifying the Bureau of Technology Services to disable network access, the Facilities Services Division to disable the employee's identification card and the Procurement Card Program Administrator ~~in the Bureau of Purchases~~ to cancel the employee's procurement card.

4.5. Management Services refers questions on benefits to the Bureau of Human Resources Benefits Office.

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## Death of an Employee

In the unfortunate event of the death of an employee, ~~the hiring authority~~ Management Services shall process a personnel action in SAP and inform ~~indicating such to~~ the Bureau of Human Resources. Once the Benefits office receives notification, Benefits will verify employee beneficiary designation and a letter and death claim form will be sent to the beneficiary for filing with Standard Insurance. The Benefits office will send COBRA insurance information as well. Central ~~P~~payroll will process any reconciliation of PERS. A surviving spouse or beneficiary should contact PERS and Standard Insurance directly regarding benefits.

Management services will arrange to transfer any of the employee's personal items located in the Auditor's Office to a surviving spouse or beneficiary, in consultation with the City Attorney's Office or the Bureau of Human Resources.

Family members of the employee are welcomed and encouraged to access the Employee Assistance Program (EAP) for any personal assistance they may need. See Administrative Rule on the Employee Assistance Program.

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## Layoff

See Administrative Rules on **Layoff & Recall** and **Medical Layoff**.

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## Termination

All Terminations will be in accordance with the **Administrative Rule on Discipline**.

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## Job Abandonment

Any unauthorized absence from work may result in discipline up to and including discharge. Depending upon its length, an unauthorized absence could be determined to be job abandonment resulting in discharge.

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## Exit Checklists

Exit Checklists shall be used to insure City property is returned, including access badges, phones, laptops/tablets, keys, procurement cards, etc. ~~inform the employee of the status of unused leave life and health insurance benefits upon separation from the City, pension eligibility and to arrange for the return of all City property~~ Managers must also ensure that departing employees' data, including emails and electronic files, are properly retained or disposed of. Contact Archives and Records Management with questions. — It is the responsibility of the hiring manager, ~~in consultation with Management Services~~ authority to ensure an exit checklist is completed for all employees separating from the City. Employees

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should contact Management Services for information about unused leave and the Benefits Office for information on life and health insurance benefits.

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**Administrative Rule  
History**

~~Adopted by Council March 6, 2002, Ordinance No. 176302~~  
~~Effective April 5, 2002~~  
~~September 16, 2005~~  
~~Revised July 9, 2007~~  
~~Revised October 19, 2010~~  
~~Revised November 4, 2011~~

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