

A. General Provisions

A Request for Personnel Action form is designed to record all temporary and permanent separations from City service. The form is initiated by the employee's Department and submitted to the Human Resource Department, or by the Human Resource Department, depending upon the type of separation. Separations include the following:

1. Voluntary Resignation - Employees are encouraged to give as much notice as possible to their Department concerning their resignation date. However, supervisory and professional personnel are expected to give a minimum of 4 weeks notice. All other personnel are expected to give a minimum of 2 weeks notice to the Department.
2. Retirement - Retirement is defined as a separation of a regular full-time or regular part-time employee after 20 years of service in good standing with the City of Kettering; or it is a separation in which an employee is eligible for retirement benefits from the appropriate State of Ohio Pension Plan within one year from the date of separation. Retirements are divided into two types: Age/Service Retirements and Disability Retirements. Retiring regular full-time and regular part-time employees may be eligible for sick leave conversion benefits in accordance with Policy No. 301: Sick Leave. An employee who is planning to retire should inform the Human Resource Department as far in advance as possible so that the processing of the retirement request may begin.
3. Death - Employees who have been vested in one of the State of Ohio Retirement Systems are entitled to death benefits. In addition, regular full-time and regular part-time employees with accumulated sick leave and vacation leave credits may be eligible to have their survivors receive a conversion or pay-out of these leave benefits. Regular full-time employees' survivors may be eligible for life insurance death benefits. Employees' survivors should contact the Human Resource Department. Reference Policy No. 301: Sick Leave, Policy No. 302: Vacation Leave and Policy No. 202: Employee Life Insurance.
4. Suspension - Covered under Policy No. 703: Discipline.
5. Dismissal - Covered under Policy No. 703: Discipline.
6. Layoff - Covered under Policy No. 507: Reduction in Force.
7. Other Separation - Used to administratively separate employees under the following (non-inclusive) conditions:
 - a. An employee ceases to perform work under one, of two or more position classifications, yet remains as an employee of the City in at least one position classification.
 - b. An applicant fails to report to work, prior to performing any work as an employee.
 - c. A special employee, part-time/temporary, or seasonal employee is administratively terminated due to the end of a contract/agreement term, seasonal assignment, co-op term, temporary assignment, project, or other similar conditions.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

12/20/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

12-22-22
Date

Jenny Smith
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Human Resource Director