



**CITY OF SANTA ANA
ADMINISTRATIVE
POLICIES AND PROCEDURES**

Robert C. Bell

City Manager's Authorization

Section

EMPLOYMENT

Subject

SEPARATION OF CITY EMPLOYEES

Date

5-22-86

APP No.

4

When employees terminate their tenure with the City of Santa Ana, it is imperative that the following steps be taken. The Human Resources Agency should be notified in a timely manner that an employee is leaving. A "Notice of Separation" form (see attached) must be forwarded to Human Resources to initiate necessary documentation.

It is the responsibility of the operating department to recover any and all City property - keys, equipment, tools, etc., as well as the employee's identification card. The employee must also contact the Human Resources Department to complete a PERS separation form and schedule an exit interview. Exit interviews are recommended only for full-time employees who are leaving the City for reasons other than retirement.

To ensure that the employee is processed in accordance with this procedure, a checklist (see attached example) or memorandum should be sent to Finance indicating that all termination conditions have been met and authorizing the release of final payment. Human Resources should receive a carbon copy of this information as well.

The employee should be paid the balance of wages due no later than the next payday after separation.

CHECKLIST FOR PROPERTY RETURN:

	<u>Date Issued</u>	<u>Certified Returned</u>
Office Key(s)	_____	_____
Car Keys	_____	_____
Gasoline Card(s)	_____	_____
Card Key(s)	_____	_____
I.D. Badge(s)	_____	_____
Uniforms	_____	_____
Camera Equipment	_____	_____
_____ 35mm Camera(s)	_____	_____
_____ Instant Camera(s)	_____	_____
_____ Instant Camera(s)	_____	_____
_____ Flash Attachment(s)	_____	_____
_____ Lens(s) _____	_____	_____
_____	_____	_____
_____	_____	_____
Portable Dictation Equipment	_____	_____
Radio/Walkie-Talkie	_____	_____
Other _____	_____	_____
_____	_____	_____
_____	_____	_____

Employee/Date

Supervisor/Date