

<b>Purpose</b>	To comply with Minnesota State Statutes 181.13
<b>Policy</b>	<del>In the absence of a collective bargaining agreement or other employment contract, the City Administrator may dismiss an employee. The City Administrator additionally requires with approval of a majority of the members of the City Council, may to dismiss the finance director, city clerk and other department heads. Department directorsheads shall includes only the Director of Public Works/City Engineer, Police Chief, Director of Library &amp; IT Services, and Director of Planning and Community Development.</del> discharge an employee at any time for any legal reason, with or without notice and with or without prior discipline or notice.
<b>Procedures</b>	<del>The Human Resources Director will coordinate all discharge activities between the employee and the employer.</del> <u>If the disciplinary action involves the removal of a qualified veteran, who has completed his/her initial probationary period, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.</u>
<b>Final Pay</b>	Employees who are involuntarily terminated will be paid through their termination date through the normal payroll cycle or within twenty_ four hours following written <u>receipt by the City Administrator or designee of written</u> demand by the employee.  <del>Employees will receive the value of any accrued vacation leave, pro-rated longevity and floating holidays, under the conditions allowed in Section 10.20, Termination Procedures.</del>  <del>Employees discharged by the City will not receive any severance pay (eligible sick leave accruals).</del>
<b>Exit Interview</b>	<del>Human Resources will work with the discharged employee regarding the following:</del> <ul style="list-style-type: none"><li><del>• Final pay check</del></li><li><del>• Return of City property</del></li><li><del>• Other matters as may be appropriate</del></li></ul>