



**Policy:**  
Adopted:  
Effective:  
Revised:

**Advance Resignation Notice Program**  
July 13, 2021  
July 13, 2021

**Purpose**

The city's Advance Resignation Notice Program is designed to improve the efficiency and stability of the city's workforce by encouraging employees to give the city advance notice of their intent to resign. The purpose of this program is to begin the process of replacing an employee who is leaving the city as soon as possible after notice is received. This will reduce the time that the position remains unfilled. The city reserves the right to not replace any employee who resigns or to modify or eliminate the position and duties prior to hiring a new employee. This decision will not affect an employee's eligibility for an Advance Notice payment.

**Eligibility**

This program is available to regular full-time employees.

**Policy**

In order for an employee in a non-management position to qualify for an Advance Notice payment, each of the following must apply: (i) the city must receive written notice of the employee's resignation in the manner specified in Section 10.01 (Resignation) at least 90 calendar days before the employee's last day of work with the city in their regular, full-time position; (ii) the city must approve such payment which approval is at its sole discretion; and (iii) the employee works a normal work day for the city on the last date of work specified in the written notice of resignation, unless otherwise expressly authorized by the City Administrator. The city will provide a one-time lump sum Advance Notice payment for non-management employees that qualify of \$1,000.00.

In order for an employee in a management position as specified by the city to qualify for an Advance Notice payment, each of the following must apply: (i) the city must receive notice of the employee's resignation in the manner specified in Section 10.01 (Resignation) at least 180 calendar days before the employee's last day of work with the city in their regular, full-time position; (ii) the city must approve such payment which approval is at its sole discretion; and (iii) the employee works a normal work day for the city on the last date of work specified in the written notice of resignation, unless otherwise expressly authorized by the City Administrator. The city will provide a one-time, lump sum Advance Notice payment for management employees that qualify of \$2,000.00.

The last day of work is defined, for this program, as the last day that an employee will be actively working for the city and paid for actual time worked in their regular, full-time position with the city.

The city reserves the right to approve or deny requests to be absent from work regardless of any accumulated paid leave time during the period from the date the city receives the employee's written notice of resignation and their last day of work. It is the policy and intent that an employee requesting an Advance Notice



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payment incentive remain actively working for the city and not be absent from work for a cumulative amount of unreasonable time during the period from the date the city receives the employee's written notice of resignation and their last day of work. If an employee is absent from work for a cumulative amount of unreasonable time during such period, then such absences may result in the city withdrawing its approval of the Advance Notice payment.

The city may withdraw its approval of the Advance Notice payment on or before the employee's last date of work with the city specified in the employee's notice of their resignation at its sole discretion. Circumstances that may result in the city withdrawing its approval include, but are not limited to, the employee's performance, conduct, or behavior not meeting expectations, any complaint against the employee, the employee being unable to work, or financial considerations.

No employee is entitled to nor has any right to an Advance Notice payment, unless and until they meet the qualification requirements specified herein.

The Advance Notice payment will be made through payroll for the pay period that includes the employee's last date of work for the city in their regular, full-time position. Payment will not be made if the employee or city modifies or rescinds the resignation. Payment is subject to taxation and required deductions.

The employee's resignation cannot be modified or rescinded unless such modification or rescission is approved by the City Administrator. The rescission of the employee's resignation will and any modification of the employee's resignation may preclude the employee from qualifying for any Advance Notice payment by the city.