



SEPARATION FROM PAYROLL

PM-14-23

Section: 14-00, EMPLOYMENT

When a regular, full-time employee of City of Memphis Government, separates from the City's payroll and wishes to leave the City's employ in good standing, the employee should give written notice to the Division in which employed through the designated supervisor at least two weeks before the anticipated departure. The written notice shall state the date and the reason(s) the employee is leaving City Government.

The City reserves the right to immediately separate from payroll any employee who gives notice of resignation if it is deemed by the employee's Division Director to be for the good of the Division and /or operation of City Government. The Division Director may elect to pay the employee up to the date of the given resignation, but not to exceed ten (10) working days. Any exception to the ten (10) day provision cannot be made until approved by the Director of Human Resources or designee.

It is mandatory that the employee's Division utilize the Separation from Payroll form as notice that an employee is separating from the City Government's employ immediately upon the Division's knowledge that the employee is leaving City Government. The form shall be filled out accurately and completely and sent to the Division of Human Resources.

The employee's Division will inform the separating employee how to contact the Division of Human Resources to schedule an appointment for an exit interview. It is the responsibility of the employee to contact the Division of Human Resources, to set a time for the employee's exit interview.

Upon completion of the exit interview, the Division of Human Resources will notify the employee's Division that the employee's exit interview has been conducted.

Upon request, City of Memphis Government will give employment references on individuals who have been previously employed by the City Government. Requests for employment references must be received by the City in writing and must include a stamped, self-addressed envelope for return of information. Employment references will be returned to the requesting party no later than three (3) working days after receipt of request for reference. The request for employment reference should be mailed to the employee's former Division or to Compensation/Data Management Service Center, Division of Human Resources, City Hall, 125 North Mid-America Mall, Room 1B-38 Memphis, Tennessee 38103-2017.