

**MEMORANDUM**

**RULE REVISION 72D**

**TO:** Holders of Career Service Rule Books

**FROM:** Career Service Board

**DATE:** August 20, 2021

**SUBJECT:** Revision of Career Service Rule 14-10(C) – Types of Separation Other Than Dismissal

Career Service Rule 14-10(C) was revised on August 19, 2021. Please replace the page in your books for the rule as soon as possible. Thank you.

<b><u>Page Number to Remove</u></b>	<b><u>Page Number to Insert</u></b>
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**RULE 14**  
**SEPARATION OTHER THAN DISMISSAL**  
(Revised September 16, 2016; Rule Revision Memo 20D)

Purpose Statement:

The purpose of this rule is to define the circumstances and processes by which an employee in the Career Service may be separated from employment other than by dismissal.

Section 14-10 Types of Separation Other Than Dismissal

- A. The separation of an employee from the Career Service other than by dismissal shall be designated one of the following:
1. Resignation;
  2. Retirement;
  3. Death;
  4. Disqualification;
  5. Separation of employees holding at-will, trainee or intern probationary, or employment probationary status;
  6. Lay-off.
- B. 1. Written notices required under this Rule 14 shall be served on the employee either in person or by courier with a certificate or proof of delivery; by first class U.S. mail or other commercial delivery service, with a certificate of mailing to the employee's last known address; or by e-mail if the employee requests service by e-mail in writing.
2. If documents are delivered by email, the party sending the email shall retain both an electronic and a hard copy of the email including the sender, date, subject, and the address to which the email was sent.
- C. The personnel action shall show the type of separation and the employee's last day as a City employee shall be the effective date of separation. (Revised August 19, 2021; Rule Revision 72D)
- D. Employees who separate from employment with the City shall receive payment for all compensatory time, paid time off, and vacation and sick leave, for which they are eligible according to the provisions of Rule 9 **PAY ADMINISTRATION** and Rule 10 **PAID LEAVE**.
- E. A separation of an employee under this Rule 14 is considered to be a separation without fault. An employee who has been separated under this Rule 14 may be considered for re-employment without examination as provided in Rule 3 **RECRUITMENT AND SELECTION**.