



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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CHAPTER: Separation

SUBJECT: Voluntary Termination

POLICY NUMBER: 3.410

PAGES: 1

EFFECTIVE DATE: 1978

REVISION DATE: January 1, 2012

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

Voluntary Termination of Employment By an Employee

Notice Required: Any employee who leaves his/her employment from choice shall give their immediate supervisor at least 2 weeks (14 calendar days) written notice.

Final Compensation: Final pay checks for employees following termination of employment will be processed within two pay cycles.

Failure to Comply: Failure to comply may result in a loss of benefits.

PROCEDURE:

The department or division head must notify the Human Resources Manager immediately and forward resignation notices for the employee's personnel file.

If the position needs to be filled, consult Policy 3.145, Recruitment and Induction (Employment).