



City of Hastings Advance Resignation Notice Program

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 the position remains unfilled.

Eligibility

This program is available to active regular full time and regular part time employees, who have been employed in a regular fulltime or regular part time position for a minimum of three years. Paid-on-call and seasonal employees are not eligible for this program.

The City reserves the right to not replace any employee who resigns and/or modify the position and duties prior to hiring a new employee. This decision will not affect a current employee's eligibility for an Advance Notice payment.

Notice and Use of Leave

In order to be eligible for an Advance Notice payment an employee must give at least 90 calendar days' notice in writing to the employee's Department Director or the Administrative Services Director before his/her last day of work. The last day of work is defined for this program as the last day an employee will be actively working for the City. The City reserves the right to approval or deny requests for use of accrued leave during the 90 – 180 day period. It is the intent of this program that the employee requesting an Advance Notice Incentive remain actively working and limit the use of leave during the 90- 180 day period.

Expectations

In order to be eligible for the one-time payment noted below, the departing employee will be expected to train the replacement or new hire to the extent possible by transferring knowledge and preparing documentation of the position as necessary.

Agreement Acceptance

The agreement must be signed by the employee, the Department Director, and the Administrative Services Director to be effective. The City reserves the right to refuse to enter into this agreement with any employee. For purposes of this policy, the term day(s) shall mean calendar day(s).

Payment

The City will provide the following one-time payment for advance notice:

Ninety (90) days:	\$ 500
One Hundred Twenty (120) days:	\$1,000
One Hundred Eighty (180) days:	\$1,500

Payment will be made after the employment termination date. Payment will not be made if the employee or the City rescinds the resignation. Payment is subject to taxation and required deductions.

Rescission Period

An employee has ten (10) calendar days from the date the employee signs the agreement to rescind the Advance Resignation Notice. After the City has accepted the resignation and after the duration of the Employee's 10-day rescission period, the resignation become irrevocable and the Employee may no longer rescind it without the City's agreement to either permit rescission or defer the resignation. Refusing to accept the Advance Notice payment will not void the Agreement. In the event the Employee breaches this Agreement by terminating employment with the City in advance of the agreed upon resignation date, the Employee forfeits all eligibility for any advance resignation incentive.

If a qualifying Family/Medical Leave Act (FMLA) event occurs during the effective period (90-180 days) of the agreement, such event shall be characterized as breach for good cause and the City shall release the employee from the agreement and disqualify the employee from the incentive payment.

Effective Date

This program will go into effect on June 5, 2018.