

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: ISSUANCE OF FINAL PAY
CHECK UPON TERMINATION
OF EMPLOYMENT

Date Adopted: January 1, 1976

File Number
3.02

POLICY OBJECTIVE

To establish procedures for payment of termination check to an employee who has resigned or has been discharged.

ASSIGNED RESPONSIBILITY

Director of Finance and all department heads

APPLICABILITY

Applicable to all City employees whose employment is terminated for any reason.

PROCEDURES

Unless otherwise provided for in law, the following procedures will be followed regarding the termination of City employees from the City service:

1. Dismissal with cause: An employee discharged for any reason shall receive a terminating check within twenty-four (24) hours from the time of dismissal.
2. Resignation, no notice: An employee who resigns their position with no notice tendered shall receive a terminating check within 72 hours; Saturdays, Sundays, and holidays excluded.
3. Resignation, with notice: An employee who resigns and provides his department head with appropriate notice (one week or more) shall be paid a final termination check within twenty-four (24) hours.
4. Possession of City property: An employee who possesses City property will receive a terminating check upon written notification from the appropriate department head that all property has been returned.