

7 - EMPLOYMENT TERMINATION

7.1 - Resignation

Revised: July 1, 2007

Reviewed: July 2018

Employment with the City is based on mutual consent; either the employee or the City can terminate the employment arrangement.

An employee who is resigning from employment with the City shall notify his or her Department Director in writing, stating the reason for the resignation and the date of the employee's last workday. Resignations that are unsigned or that do not specify a termination date will not be accepted.

Failure to give at least two weeks' written notice may be cause for denying any future employment with the City.