

Standard Operating Procedure for Retirement / Separation out-processing

No:	FR100.05	Type:	Administrative Services – 100 series
Reviewed date:	7/30/19	Department:	Las Vegas Fire & Rescue
Effective date:	4/25/18	Signature:	<i>William J. McDonald</i>
Supersedes:	6/24/11	Expires:	7/30/2024

I. INTRODUCTION

- A. **Purpose:** To provide a guideline for personnel to follow at the time of retirement out-processing.
- B. **Scope:** This instruction is presented to all personnel to use at time of retirement out-processing.
- C. **Author:** The Chief over Administrative Services, or designee, shall be responsible for the content, revision and review of this instruction.

II. RESPONSIBILITY

- A. It shall be the responsibility of all personnel to be familiar with and apply these guidelines and the City of Las Vegas Separation policy (HR3.13.01) when retiring from City employment.

III. POLICY

- A. Employees shall notify their chain of command via email with intent to separate from City employment a minimum of two (2) weeks before the retirement or separation effective date.
- B. Employees separating from the City must out process, which includes: the return of keys, access cards, equipment, documents, or other materials belonging to the City, and their signature on the appropriate separation documents, as required.
 1. Out-processing may include a visit to the Logistics warehouse, Fire Payroll / Administration, and City Hall, depending on employee classification.
 2. Out-processing must be completed during regular City business hours (non-holiday, Monday through Thursday).

3. Employees must out-process *on* or *after* their last work shift, as the separation process includes the completion of the final time card.
 - a) Employees who out-process *on* their last work shift will receive up to ten (10) hours of regular pay on their final time card.
 - (1) For TeleStaff rostering purposes, supervisors shall code employees in constant staffed positions (i.e., suppression, communication specialist) as administrative leave (AD) so TeleStaff can backfill the shift.
 - (2) Employees whose regular shift exceeds ten (10) hours shall advise their supervisor how to reconcile the remainder of their shift using annual leave (VL; SK) or leave without pay (LWOP).
 - (3) Employees who out-process *on* their last work day who require city-owned equipment to do their job cannot continue to work once that equipment has been turned in.
 - b) Employees who out-process *after* their last work shift do so on their own time.
 - c) Once the PERS retirement effective date occurs, persons are *active PERS retirees*.

IV. PROCEDURE

- A. The time needed before retirement or separating from City employment will vary between employees. Employees may want to start researching or preparing three (3) to six (6) months before anticipated separation.
- B. Contact Public Employee Retirement System (PERS) as early as possible to establish an effective retirement date.
- C. Employees who are members of a deferred compensation program should contact their provider once an effective retirement or separation date has been established.
- D. Employees should contact their medical insurance provider once an effective retirement or separation date has been established.
- E. Technologies (City Hall) to collect city-owned equipment.

- F.** Employees retiring under the firefighter's retirement system are encouraged to have a physical exam within ninety (90) days before their effective retirement date.
- G.** Notify chain of command, to include the Fire Chief and Fire Payroll, via email of intent to separate from City employment a minimum of two (2) weeks before the retirement or separation effective date.
1. Fire Payroll will notify Logistics and Human Resources of the pending effective retirement / separation date.
 - a) Logistics will prepare a retirement badge for those in qualifying classifications with qualifying years of service.
 - b) City Human resources will order a service plaque and deliver to Fire Admin.
 - c) Employees who give short notice may not receive items before separation. If this is the case, items will be mailed to the address provided at separation.
 2. Human Resources personnel will:
 - a) Email employees **Separation Instructions, and Separation Clearance Form.**
 - b) Advise employees to obtain the form from Fire Payroll.
 - c) Advise employees to set an appointment with Logistics Supervisor to turn in gear and get Separation Clearance form signed.
 - d) Schedule a separation appointment at Human Resources (City Hall).
 - e) Notify relevant City departments (Information Technology; DPS Locksmiths) of pending separation date.
 - (1) If necessary, City IT will contact the separating employee to schedule an appointment at Information
- H.** On the day of separation appointments, employees shall:
1. Meet with the Logistics supervisor as scheduled, if needed.
 2. Meet with Fire Payroll to complete and receive the final time card.

- 3.** Meet with a Deputy Chief to sign Separation Clearance form and final time card.
- 4.** Meet with Information Technologies (City Hall) to return any equipment and sign Separation Clearance form.
- 5.** Meet with Human Resources (City Hall) as scheduled to submit signed documentation and return any city-owned items (keys; badge).

APPENDIX I

**CITY OF LAS VEGAS
EMPLOYEE SEPARATION CLEARANCE FORM**

HR USE ONLY	
SEP. CODE	
INITIALS	

EMPLOYEE TO COMPLETE

NAME (LAST)		(FIRST)	(MIDDLE)
EMPLOYEE ID#	CLASSIFICATION		
DEPARTMENT	DIVISION		
HAVE YOU APPLIED FOR PERS BENEFITS? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE SPECIFY: <input type="checkbox"/> DISABILITY OR <input type="checkbox"/> REGULAR RETIREMENT		
EMPLOYEE SIGNATURE	X	DATE	

DEPARTMENT TO COMPLETE

SEPARATION EFFECTIVE DATE *PLEASE ATTACH LETTER OF RESIGNATION			
DEPARTMENT ISSUED ITEMS RETURNED	MARK ALL THAT APPLY: <input type="checkbox"/> CELLULAR PHONE, PDA, ETC. <input type="checkbox"/> CREDIT CARD(S) <input type="checkbox"/> PHONE BILL PAID <input type="checkbox"/> TOOLS/EQUIPMENT <input type="checkbox"/> UNIFORM(S) <input type="checkbox"/> ELECTED OFFICIALS/ CMO ONLY – D&E FLAT BADGE		
DEPARTMENT ISSUED ITEMS NOT RETURNED	ITEM	CHARGE (\$)	
	_____	_____	
	_____	_____	
DEPARTMENT AUTHORIZED SIGNATURE	X	DATE	

HUMAN RESOURCES TO COMPLETE

HUMAN RESOURCES CHECKLIST	<input type="checkbox"/> <input type="checkbox"/> EXIT INTERVIEW FORM COMPLETED <input type="checkbox"/> FINAL CHECK FORM COMPLETED <input type="checkbox"/> ID BADGE RETURNED (DEACTIVATION) <input type="checkbox"/> KEYS RETURNED (ATTACH SITEMASTER REPORT) <input type="checkbox"/> PARKING PERMIT/STICKER RETURNED <input type="checkbox"/> TIMECARD (SIGNED BY EMPLOYEE AND DEPARTMENT) <input type="checkbox"/> FAX TO PAYROLL <input type="checkbox"/> E-MAIL NOTIFICATION		
	RECORDS SECTION ONLY <input type="checkbox"/> CHECK SEVERANCE ELIGIBILITY (EX or LE) AS OF 2/8/09		
CITY ISSUED ITEMS NOT RETURNED	ITEM	CHARGE (\$)	
	_____	_____	
	_____	_____	
HUMAN RESOURCES SIGNATURE	X	DATE	

INSURANCE SERVICES

INSURANCE SERVICES SIGNATURE	X	DATE	
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