

POLICY & PROCEDURE		
	<b>Exit Procedures</b>	
	Supercedes:	Effective: February 1, 2004
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The City of Duluth strives to create a smooth exiting process for its departing employees by following the procedures below.

1. Employee provides a written notice to his/her supervisor of intent to retire or resign, in accordance with the applicable labor contract. A thirty (30) day notice is preferred to ensure adequate time to schedule exit meetings and to provide employee with all pertinent information.
2. Supervisor forwards a copy of notice to Human Resources (HR).
3. HR sends employee a [Departing Employee Checklist](#) and an [Exit Questionnaire](#) which s/he should complete and bring to the exit interview.
4. HR notifies MIS and Facilities Management of the employee's last day of employment.
5. Employee schedules an exit interview with Employee Benefits Administrator (EBA) within the last thirty (30) days of employment.
6. Employee schedules a meeting with Payroll within the last three weeks of employment.
7. Supervisor meets with employee prior to termination to ensure exiting responsibilities have been met.
8. Employee completes and returns benefit continuation forms to Human Resources before the last day of employment.
9. Employee must fulfill his/her exiting responsibilities as defined in the [Departing Employee Checklist](#).

**NOTE: Paid leave usage at the end of City employment, whether for retirement or resignation, is prohibited.**

#### **Exit Interview**

Human Resources administers an exit interview to all departing regular, provisional, and substitute employees. Employees must schedule exit interviews within the last thirty (30) days of employment. During the exit interview, the EBA will verify data on the [Exit Information Form](#) and provide information regarding the employee's benefit options. The EBA will provide benefit forms which the employee must return to Human Resources prior to his/her last day of employment. An HR Analyst will review the [Exit Questionnaire](#) with the employee. The primary goal of the questionnaire is to gather information that will enable us to identify organizational problems and/or strengths so that we may continually improve our working environment. All information provided is strictly confidential. To ensure confidentiality, names are not recorded on the questionnaire, and all questionnaires are stored in a separate file in Human Resources. All questionnaire data will be compiled to create statistical reports, which the Human Resources Manager will review with the Administrative Assistant and Department Heads to identify any trends or areas of the work environment that need improvement.

#### **Required Appointments**

The following appointments are required prior to the last day of employment:

- A. **Employee Benefits Administrator and HR Personnel**, 313 City Hall (218) 730-5204
  - Continuation of benefits
  - Review [Exit Information Form](#)
  - Review [Exit Interview Questionnaire](#)
  - Reference policy
- A. **Payroll**, 107 City Hall (218) 730-5440
  - Final paycheck and leave balances
  - PERA
  - Deferred compensation
  - Revised W-4
  - Savings Bond payroll deduction (if applicable)
- A. **Supervisor and/or Division Manager**
  - Final evaluation
  - Collect City property (keys, cell phones, uniforms, etc.)

- Ensure all exiting procedures have been completed

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**Other Pertinent Contacts**

Other contacts an exiting employee may need to make include:

1. Deferred Compensation to discuss account options
2. Credit Union/Bank if currently using automatic payroll deduction
3. PERA
  - a. If resigning, to discuss options regarding contributions.
  - b. If retiring, to obtain required retirement forms.
1. Social Security must be contacted three months prior to reaching age 65, or immediately when it is determined you are disabled and cannot return to work, to apply for Medicare benefits.
2. Life Insurance to get information about applying for conversion privileges.
3. PERA life insurance to arrange for policy continuation.
7. Flexible Benefits to determine account balance.

