



POLICIES AND PROCEDURES MANUAL

SUBJECT Advance Notification of Resignation from City Service by Appointed Department Heads and City Officials	DEPARTMENT City Administration		DEPARTMENT IDENTIFICATION 1110	
	Section 1112	Pages 1-2	Effective Date Upon Passage	Revision Date

1.0 PURPOSE

To describe the policy and procedures regarding the advance notification of resignation from City Service by appointed Department Heads and City Officials.

2.0 ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to all City of West Allis Executive Service Employees (City Officials and Department Heads) appointed by the Mayor and/or City Administrator and confirmed by the Common Council. This policy does not apply to the Police Department, Fire Department, and Library.

3.0 POLICY

The City of West Allis recognizes the importance of the contributions of its senior leadership in ensuring City operations are completed with the utmost efficiency and effectiveness. It also recognizes that advance notice of separation from City Service of individuals in these positions provides adequate time for the Common Council to review the current organizational structure and hiring plan for a successor, as appropriate. Most importantly, additional time affords the ability to ensure stable continuity of services for citizens.

4.0 REFERENCES

Wis. Stats. 17.12; 17.16; 17.21(1); 62.09
 City of West Allis Policy and Procedure Manual, Policy 405 – Disciplinary Action for City Officials and Department Heads Appointed by the Mayor and Confirmed by the Common Council.
 Individual Appointed Department Head or City Official Employment Contract

5.0 PROCEDURES

5.1 Responsibility of Appointed Department Heads and City Officials.

- 5.1.1 It is the responsibility of an appointed department head and city official to comply with written resignation notice requirements sixty (60) days prior to the effective date as per their employment contract.
- 5.1.2 An appointed department head or city official who provides written modification of notice under 5.2 after original submission will receive the additional compensation per 5.2 which comports with the length of the modified notice.
- 5.1.3 Employees who provide written modification of notice to shorten the time period for resignation under 5.2 after submission will receive the additional compensation listed under 5.2 which comports with the length of the modified notice. Modifications extending the time period for resignation will not be accepted.

5.2 Advanced Notification of Separation from City Service.

If an appointed department head or city official provides written notice of resignation in excess of sixty (60) days they will receive additional compensation on their last paycheck if their separation date comports with the original notice given. The additional compensation for additional days' notice is as follows:

1.	90-120	-	\$1000	4.	240 – 299	-	\$4000
2.	121-179	-	\$2000	5.	300 – 366	-	\$5000
3.	180 – 239	-	\$3000				

5.3 Maximum disbursement.

In no case shall the amount awarded exceed \$5000.

5.4 Disqualification.

- 5.4.1 An appointed department head or city official who does not provide adequate notice of resignation in accordance to the terms and conditions of their employment contract is not eligible for additional compensation under this policy.
- 5.4.2 An appointed department head or city official whose employment contract is withdrawn by the Common Council in accordance to the terms and conditions of said employment contract is not eligible for additional compensation under this policy.
- 5.4.3 An appointed department head or city official who is involuntarily terminated is not eligible for additional compensation under this policy.