



# POLICIES AND PROCEDURES MANUAL

<b>SUBJECT</b> Advance Notification of Resignation from City Service by Appointed Department Heads and City Officers	<b>DEPARTMENT</b> City Administration		<b>DEPARTMENT IDENTIFICATION</b> 1110	
	<b>Section</b> 1112	<b>Pages</b> 1	<b>Effective Date</b> Upon Passage	<b>Revision Date</b>

## 1.0 PURPOSE

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

## 2.0 ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to all City of West Allis to Executive Service Employees (City Officers 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 will provide the Common Council adequate time 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 Officer Employment Contract

## 5.0 PROCEDURES:

### 5.1 Responsibility of Appointed Department Heads and City Officers.

It is the responsibility of an appointed Department Head and City Officer to comply with written resignation notice requirements per their employment contract or as provided within Section 5.2 below.

### 5.2 Advanced Notification of Separation from City Service.

5.2.1 If an appointed Department Head or City Officer provides written notice of resignation in excess of the requirements of their employment contract, they will receive additional compensation on their last paycheck in accordance with the following:

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

5.2.2 An appointed Department Head or City Officer who provides written modification of notice to shorten the time period for resignation as submitted under Section 5.2.1 will receive the additional compensation per Section 5.2.1 which comports with the length of the modified notice; any request to extend the time period for resignation will not be accepted unless it is in the City's best interest and approved by the Administration and Finance Committee of the Common Council.

5.3 Maximum disbursement.

In no case shall the amount awarded under Section 5.2.1 exceed \$5000.

5.4 Disqualification.

5.4.1 An appointed Department Head or City Officer 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 Officer 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 Officer who is involuntarily terminated is not eligible for additional compensation under this policy.