

CITY OF GRAND PRAIRIE

HUMAN RESOURCES POLICIES AND PROCEDUES

Section A: **EMPLOYMENT**
No. 06 **Employee Separations and Out-Processing**
Revised and Approved: **11/19/2025**

1.0 Purpose:

- 1.1 This policy defines separation types, processes and procedures related to employees when they separate from city employment.

2.0 Scope:

- 2.1 All City departments are affected.

3.0 Policy:

- 3.1 The City may terminate employment because of an employee's resignation, death, incapacity, discharge, reduction in force, retirement or due to the expiration of an employment contract. Discharge may be for any reason not prohibited by law.
- 3.2 Texas is an at-will state and as such, an employee is free to resign at any time and for any reason and the City reserves the right to terminate employment at any time and for any reason, with or without cause.
- 3.3 For Civil Service employees, including the Chief of Police and Fire Chief, separations from employment shall also follow procedures and/or payouts outlined in the Texas Local Government Code ("LGC"), Chapter 143 and City of Grand Prairie Fire Fighters and Police Officers Local Rules ("Local Rules") governing sworn police and fire personnel. This policy is not intended to supersede or contradict such provisions. For any such conflict that may exist, LGC Chapter 143 and the Local Rules shall take precedence.

4.0 Types of Separation:

- 4.1 Resignation – Voluntary act by the employee to end employment.
- 4.2 Job Abandonment – Failure to properly contact the supervisor or report to work for three (3) consecutive workdays resulting in a voluntary resignation at the end of third shift/day missed, with or without a written resignation or notice.
- 4.3 Retirement – Separation from the City where retirement through TMRS has been accepted effective the same month in which separation occurred.
- 4.4 Reduction in Force (RIF) – Involuntary separation due to a lay-off.
- 4.5 End of Season – End of seasonal employment.
- 4.6 Death
- 4.7 Termination – Involuntary separation of an employee for cause.

5.0 Department Responsibilities:

- 5.1 Upon knowledge of an upcoming separation for an employee, the supervisor/manager **must:**
 - a. **Ask for a written resignation/retirement letter**, prepare the separation notice (if involuntary), or notify Human Resources if it is resultant of death.
 1. If the separation is due to job abandonment, the separation is effective at the end of the third working day. The separation document should be

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- prepared and reviewed/approved by Human Resources. Once approved, the department can notify the employee of the separation.
2. Upon receipt of the retirement/resignation notice, the supervisor must sign and date the document as “accepted and/or received”. Once accepted, the resignation is irrevocable.
- b. **Collect all city property/equipment from the separating employee at least one workweek prior to separation**, including but not limited to, uniforms, technology devices (phone, laptop, tablet, ipad, etc), keys to vehicles/desk/office, city issued procurement/gas cards, or other related employment items. Key fobs/access may be collected on their last day.
 1. It is the department’s responsibility to ensure;
 - (i) all items are collected prior to separation, and
 - (ii) to inform the employee that failure to return items to the supervisor prior to completing out-processing in Human Resources **will result** in a deduction from their final check for all un-returned items.
 - c. **Complete the supervisor portion of the Human Resources Out-Processing Form** (located on Raving Fans).
 - d. **Complete the separation action in Lawson through Manager Self Service (MSS).**
 1. Select an appropriate action depending upon why they are separating
 2. Select a “reason code” as appropriate.
 3. The date of termination equals the last day of employment on payroll.
 - (i) Change the “User Level” to “HR-TERM”
 - (ii) Select the appropriate term status
 - A1 = T1
 - A3 = T3
 - A4/A6 = T4
 - A5 = T5
 - F2 = T7
 - F1 = T8
 - P1 = T9
 - e. **Prepare and send the final timesheet** reporting hours worked/exceptions (as appropriate) to gppayroll@gptx.org.
- 5.2 Once all outstanding items are returned and the employee is cleared by the supervisor to out-process:
- a. Forward the resignation/term letter and completed Out-Processing Form to Human Resources via email.
 - b. Advise the employee to contact the Human Resources Department to schedule an out-processing appointment on/prior to their last day at work.
- 5.3 If the employee’s work, attitude, or attendance does not meet department standards prior to the anticipated separation date, the department may separate the employee earlier than the stated date.

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6.0 Employee Responsibilities:

- 6.1 Full- and part-time employees voluntarily separating from the City are expected to provide a written resignation letter to the immediate supervisor a minimum of two weeks prior to the separation date. More notice is expected from highly skilled, technical, managerial or director positions where replacement may require extensive recruitment.
- 6.2 Full and part-time employees must contact Human Resources to schedule an out-processing appointment prior to the last day of work to go over important information about benefits, pay, TMRS and other items.
 - a. Failure to return all city-issued equipment to the supervisor prior to out-processing appointment will result in deductions from final paycheck for any outstanding items. (See list of charges below for any unreturned, lost or damaged equipment/uniforms).

7.0 Separation Payouts, Final Check, Benefits and Deductions

- 7.1 Full time employees separating from employment may receive certain payouts, depending upon leave balances and eligibility.
 - a. **Vacation Leave:**
 1. Payment for unused vacation, up to the eligible limit; leave is eligible for those who voluntarily/involuntarily separate from employment or due to death.
 2. Accrued vacation leave shall be paid at the employee's straight time pay rate to a maximum of
 - (i) 216 hours for non-executive employees working 2,080 hours per year (generally 40-hour work weeks) with less than 5 years of service.
 - (ii) 240 hours for non-executive employees working 2,080 hours per year (generally 40-hour work weeks) with 6 years of service through 15 years of service.
 - (iii) 320 hours for non-executive employees working 2,080 hours per year (generally 40-hour work weeks) with 16 years of service or more.
 - (iv) 216 hours for Civil Service employees working 2,080 hours per year (generally 40-hour work weeks) with 1 year of service or less.
 - (v) 240 hours for Civil Service employees working 2,080 hours per year (generally 40-hour work weeks) with 2 to 15 years of service.
 - (vi) 320 hours for Civil Service employees working 2,080 hours per year (generally 40-hour work weeks) with 16 years of service or more.
 - (vii) 324 hours for Fire Department 24-hour shift personnel with 1 year of service or less.
 - (viii) 360 hours for Fire Department 24-hour shift personnel with 2 years to 15 years of service.

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- (ix) 480 hours for Fire Department 24-hour shift personnel with 16 years of service or more.
 - (x) 480 hours for Directors.
 - (xi) 520 hours for Deputy City Managers and Managing Directors.
 - (xii) per employment contract for City Manager.
- b. **Sick Leave:**
- 1. Non-Civil Service employees are ineligible for sick leave payout upon separation.
 - 2. Civil Service employees, including the Chief of Police and Fire Chief, who have completed their introductory period will be paid for unused sick leave upon separation from employment, excluding indefinite suspensions, up to the following maximum amounts:
 - (i) Work Week/Shift Maximum Amount Paid
 - (ii) 40-hour work week 90 days (720 hours)
 - (iii) 24-hour shift 90 days (1080 hours)
 - 3. In the event of an indefinite suspension of a Civil Service employee, payout of sick leave is not processed until final adjudication of any appeal filed. If no appeal is filed, it is paid on the pay date following the conclusion of the ten-day appeal period.
- c. **Benefits:**
- 1. Eligible benefits and associated costs eligible for continuation following separation will be provided via mail, as applicable in compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- d. **Final Paycheck:**
- 1. Employees will receive their final payroll check and/or final separation paycheck for eligible leave payouts on the next scheduled pay day following the close of the pay period in which their last day of work occurred.
 - 2. They may have the check(s) mailed to them or they may pick it up from the Human Resources Department.
- e. **City-Issued Equipment:**
- 1. Unreturned, lost or damaged City property from an employee upon separation will result in the following minimum payroll deductions from an employee's final check:

City Issued Phone within last 12 months	\$450
City Issued Phone within past 1-2 years	\$150
City Issued Phone 3+ years old	\$50
Laptop/iPad or Tablet and case/accessories (any age)	\$800
Hotspot	\$50
Radio	\$2,000
ID Badge	\$25

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Access Card/Fob (per item)

\$25

2. Additional deductions for departmental specific items issued and not returned or damaged will also result in additional deductions based on values provided by the department

f. Other Deductions:

1. If you the employee has received any incentives or tuition reimbursement, the separating employee will need to make plans to pay those as stipulated within those programs' guidelines.

8.0 Bar From Future Employment

- 8.1 An applicant or employee who is terminated for substantial policy violations, including but not limited to, harassment or discriminatory behavior, theft, violence or other issues of moral turpitude, integrity or gross negligence are considered ineligible for rehire. Other violations, as determined by the originating department and Human Resources may warrant a future bar from employment.