



CITY OF KINSTON

Subject: Resignation/Retirement	Section: Human Resources		Review Responsibility: Director of Human Resources		
	Policy #:: 18	Effective Date: 04/21/2023	Rev. #: 0	Revision Date: 04/21/2023	Page: 1 of 2
	Supersedes: N/A	Prepared By: Lea Mills <i>Lea Mills</i>		Approved By: Rhonda Barwick <i>Rhonda Barwick</i>	

1.0 Purpose

The City of Kinston provides essential services to the residents, and it is critical that these services continue without disruption, therefore the City expects as much notice as possible to fill the vacancy created by a resignation. Advance notice allows the department to begin the process of filling the vacancy, in some cases before the resigning employee leaves.

2.0 Organizations Affected

All City employees in all departments

3.0 Policy

A minimum of two weeks' notice is expected of all employees resigning from the City of Kinston. Where the positions are of a highly skilled or technical nature, and/or where replacement may require extensive recruitment, employees are expected to give a longer notice.

4.0 Organizational Rules

- 4.1 All notices of resignation may be in writing
- 4.2 Resignations should be directed to the immediate Supervisor or Department Directors, or in the case of Department Directors to the City Manager
- 4.3 Leave, of any kind, may not be used to extend the notice period, with the exception of an employee who have given notice of intent to retire.
- 4.4 Department Directors may choose to make resignations effective immediately upon receipt

5.0 Procedure

- 5.1 The department will forward a copy of the employee's resignation to the Human Resources Department for inclusion in the official personnel file.
- 5.2 The Human Resources Department will notify the employee's Department Director in the first week of the month in which the retirement is effective.

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5.3 The retiring employee shall attend a retirement meeting with a Human Resources representative to discuss benefits that may the retiree may be eligible to receive and to understand the COBRA benefit.

5.4 The retiring employee will receive a plaque with a quote chosen by the retiree and a cashiers' check based on the number of years working for the City of Kinston as follows:

Less than 5 years:	\$0
5 to 10 years:	\$100
10 to 15 years:	\$200
15 to 20 years:	\$300
20 to 25 years:	\$400
25 to 30 years:	\$500

The cashiers' check will be available with the plaque if the retiree is able to attend the first council meeting of the month following the retirement.