

Policy: AD-06-36

Policy Title: Resignation Policy

Policy Purpose: To define guidelines for resignation of employment.

Implementation Date: 09/22/2006

Revision Date: N/A

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT  
RESIGNATION POLICY**

1. **Purpose:** The purpose of the Resignation Policy is to outline the processes involved when an associate resigns their employment within the department.
2. **Definitions:**
  - 2.01 **Resign:** The voluntary separation of service at the request of the associate.
3. **Staff Responsibilities:** Any staff member wishing to resign their employment must provide a written notification of resignation to their immediate supervisor no less than (2) two weeks prior to their desired date of resignation.
4. **Office Manager Responsibilities:** Once a resignation is received in writing the office manager will make two copies. One for the associate resigning and one for the Town Benefits Coordinator. The original written resignation will be placed in the employees departmental personnel file.
5. **Employee Dismissal Equipment and Uniform Checklist:** Each employee resigning their employment must fill out the Employee Dismissal Equipment and Uniform Checklist (**see Attachment**) prior to participation in an exit interview. This requirement shall be conducted by the resigning associate and their immediate supervisor. Upon completion, the checklist shall be provided to the department's office manager in order that the checklist may be placed in the employee's departmental personnel file.
6. **Exit Interview:** All resigning associates are required to participate in an exit interview with the Town Benefit Coordinator. The Westfield Public Works Department Office Manager will coordinate the time and date of the exit interview. Exit interviews will be conducted in the office of the Town Benefits Coordinator. The purposes of the exit interview are as follows: receive information about continuation of benefits, make arrangements for clearing any outstanding debts to the department or Town, and to make arrangements for receiving the final paycheck. Additionally, this meeting also provides the resigning employee with an

opportunity to provide input regarding their employment experience at the Westfield Public Works Department. All department property (including keys) must be returned to the department prior to an associates participation in an exit interview.

A handwritten signature in black ink, appearing to read 'B. Hauk', with a stylized flourish at the end.

Bruce A. Hauk, Director  
Westfield Public Works