

Policy: AD-06-37

Policy Title: Termination Policy

Policy Purpose: To define guidelines for termination of employment.

Implementation Date: 09/22/2006

Revision Date: N/A

## TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT TERMINATION POLICY

1. **Purpose:** The purpose of the Termination Policy is to outline the processes involved when an associate's employment within the department is terminated, with or without cause.
  
2. **Definition of Terms:**
  - 2.01 **Termination without cause:** (1) The elimination of a position for either budgetary or operational reasons, or (2) for any other reason except termination for cause.
  
  - 2.02 **Termination for cause:** The termination of employment for misconduct. Offenses listed below are examples of conduct for which the employees may be discharged immediately. This listing is not intended to be all-inclusive but rather to be illustrative in nature. Additionally, refer to the **Town of Westfield Personnel Policies, Procedures and Benefits Manual, Section 11.050 Offenses That May Result in Immediate Discharge, page 41.**
    1. Reporting to work under the influence of alcohol or other drugs not prescribed by a physician.
    2. Drinking and/or possession of alcoholic beverages or using and/or possessing drugs not prescribed by a physician while on the job.
    3. Fighting on the job.
    4. Threatening employees or other citizens while on the job.
    5. Theft while on the job.
    6. Theft from the Town of Westfield, which shall include unauthorized use of town property or equipment.
    7. Intentional or grossly negligent destruction or damaging of Town property.
    8. Representing oneself as a Town of Westfield employee in order to aid in committing or attempting to commit a felon or misdemeanor.
    9. Flagrant insubordination regarding supervisor's directions.
    10. Possession of dangerous weapons while on the job, except when an employee is specifically authorized to possess dangerous weapons.

11. Immoral or indecent conduct or use of abusive language while on the job.
12. Falsification of town records or any records kept by the TONw of Westfield.
13. Any attempt to commit fraud through insurance, payroll, or other administrative documents.
14. Conviction of a felony.
15. Unauthorized disclosure of any confidential town information.
16. Absence of three days without notice.
17. Refusal of drug testing without good reason.

3. **Usual Notice for Termination Without Cause:** Except in circumstances deemed extraordinary by the department, the department will generally give staff advance notice of termination without cause (other than temporary employees or part time employees). Advance notice may range anywhere from 5 days to 90 days depending on circumstances. Employees who have been notified of position elimination should plan to take any accrued vacation prior to their last day of employment unless other arrangements are approved by the department head.
4. **Termination for Cause:** Termination for cause, as defined above, may occur at any time. In the case of termination for cause due to job performance, normally progressive discipline, as defined and implemented by the **Town of Westfield Personnel Policies, Procedures and Benefits Manual, Section 11.040 Progressive Discipline, page 40**, will have failed to bring about improvements in performance. However, the department is not obligated to follow any specified procedure and may terminate employment immediately for cause.
5. **Termination Authority:** No terminations in the department shall be executed without the prior consent of the Director of Public Works and the Town Manager collectively.
6. **Office Manager Responsibilities:** Once a termination is rendered by the department a copy of the employee's termination letter will be presented to the office manager. The office manager will make two copies of the termination letter. One for the associate that was terminated and one for the Town Benefits Coordinator. The original termination will be placed in the employees departmental personnel file.
7. **Employee Dismissal Equipment and Uniform Checklist:** Each terminated employee 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 terminated 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.

8. **Exit Interview:** All terminated 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 terminated 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.



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