

chicago park district

Human Resource Separation of Employment Procedure

Policy:

It is the policy of the Chicago Park District to separate employment because of an employee's resignation, termination and retirement, the expiration of an employment contract or a reduction in the work force. Termination can be for any reason not prohibited by law and terms of the Collective Bargaining Agreements. In the absence of a specific written agreement, employees are free to resign at any time for any reason.

1. Employees are requested to give a minimum of two (2) weeks written notice of their intent to resign.
2. Employees may exercise their rights to resign from employment at any time, for any reason, with cause or no cause.
3. All full-time and part-time employees in their initial probationary period of six months may be disciplined by corrective action, suspended or terminated and such action is not subject to the grievance procedure.
4. Human Resource representative will follow the Disciplinary Procedures as outlined in the Code of Conduct and the Collective Bargaining Agreements.
5. In the case of an employee resignation,
 - a. The Human Resource representative will conduct an exit interview.
 - b. Then notify payroll to make any payouts owed to the employee.
 - c. The hiring department is responsible for collecting all work related items provided to the employee (ex. keys, cell phone, id, gas card)and informs Human Resources of such items by indicating on the employee exit form.
 - d. The hiring department is responsible for notifying the IT department of the employee resignation on the employees last day of work.

6. In the case of an employee being terminated,
 - a. The Human Resources representative will notify the hiring department, Payroll Department, Security Department, Law Department and IT Department prior to the employee being notified of termination.
 - b. The hiring department will be responsible for scheduling a date and time as soon as possible in which all items belonging to the Chicago Park District can be retrieved.
 - c. Payroll will be responsible for paying any monies owed to the employee at the appropriate time.
 - d. IT will be responsible for denying the employee access to log in on the computer and access to voice mail.
 - e. Security should be called if there is reason to believe the employee may be a threat to himself or others, or there is a possibility he/she may cause trouble.
 - f. Law Department will be responsible for preparing for a possible Appeal.
7. Human Resource representative notifies the Union of the employee termination.
8. Human Resource representative notifies the employee of the decision to terminate.
9. Human Resources representative mails employee a copy of determination and appropriate appeal forms.
10. Employee personnel action form is generated.
11. Employee is terminated in the personnel system.