

800. TERMINATION OF EMPLOYMENT

801. RESIGNATION

Resignation is the voluntary termination of employment, prior to retirement. City employees who wish to resign in good standing shall submit a letter to their immediate supervisor at least two (2) weeks before leaving employment. The letter shall include the date the resignation will become effective.

Written requests to rescind a resignation must be submitted directly to the applicable department director prior to the effective date of resignation. The department director has the authority to approve or disapprove the request. Disapproval is not grievable.

Employees who resign before they are eligible for retirement may request a refund of their PERA contributions by contacting the Human Resources Department, Insurance and Benefits Division.

802. FAILURE TO RETURN FROM LEAVE WITHOUT PAY

An employee on leave without pay must contact the Human Resources Department no later than thirty (30) days prior to the end of the leave without pay period to make arrangements to return to work. If a vacant position for which the employee qualifies is not found within thirty (30) days of the employee's approved date of return or if a vacant position for which the employee qualifies is not found the employee will be terminated.

803. AUTOMATIC RESIGNATION

Unauthorized absence from work for a period of three (3) consecutive regularly scheduled work shifts or three (3) work days, whichever is greater may be considered an automatic resignation.

Such an automatic resignation is not the subject of a grievance but shall be subject to pre-disciplinary procedures.

804. DISMISSAL

The Chief Administrative Officer, a department director or acting department director may dismiss an employee for just cause. Refer to Section 902 of these regulations.

805. TERMINATION OF SEASONAL EMPLOYEES

Temporary employees are hired for up to a two (2) year period. Seasonal employees are hired for specific periods, up to nine (9) months in a twelve (12) consecutive month period. Temporary and seasonal employees have no entitlement to continued City employment and may be terminated at any time.

806. RETIREMENT

The City of Albuquerque, as a public employer, is required by State law to provide retirement benefits to its employees under the Public Employees Retirement Association (PERA). The City also complies with federal, state and local laws, regulations and guidelines regarding retirement policies and practices.

806.1 Retirement Processing

To insure that retired employees receive a retirement pension, in accordance with the requirements of the Public Employees' Retirement Association (PERA) of New Mexico, retirement processing should begin at least three (3) months prior to the retirement date. The employee must submit a memorandum that includes the retirement date, to the department director and the Human Resources Department, Insurance and Benefits Division.

806.2 Requests to Rescind Retirement

Written requests to rescind a retirement must be submitted to the department director prior to the effective date of retirement. The department director has the authority to approve or disapprove the request. Disapproval is not grievable.

807. CLEARANCE PROCESSING

On the last day of work employees must process out of City employment by completing and submitting a Clearance Form to the appropriate offices as instructed on the form. During this process the employee must return all pagers, cellular phones, hand held computers, portable computers, equipment, keys, supplies, card keys and all other City issued equipment. Employees failing to return City issued equipment may have a reasonable replacement cost withheld from their final check.