

7 - EMPLOYMENT TERMINATION

7.2 - Final Paycheck

Revised: July 1, 2007

Employees who are leaving the employment of the City must return their City I.D., keys, uniforms, fuel cards, and/or other materials that are the City's property and complete the Employment Termination Form available at the City's Human Resources Department ***before they will receive their final paycheck.***

The employee's final paycheck will be ready on the next regular payday.

When full-time employment with the City ends all unused vacation and all accrued vacation will be paid. Computation of unused and accrued vacation will be on the basis of the employee's regular rate of pay at the time of termination of employment.