

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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SEPARATION PROCEDURES FOR UNCLASSIFIED OFFICERS AND EMPLOYEES	96.00	3	1 of 9
	Effective Date July 26, 2019		

1. PURPOSE

- 1.1. To establish consistent procedures for the separation of unrepresented *Unclassified Officers and Employees* appointed by the *Mayor* or *Non-Mayoral Appointing Authorities* for purposes of maintaining consistency throughout all City Departments. *Non-Mayoral* Department Directors are strongly encouraged to follow this Administrative Regulation.
- 1.2. To prevent financial losses to the City and ensure employment separations are processed in a timely manner.
- 1.3. To protect the safety of individuals, information, and City properties during the separation process.

2. SCOPE

- 2.1. This Administrative Regulation (A.R.) applies to all unrepresented *Unclassified Officers and Employees* appointed by the *Mayor* or *Non-Mayoral Appointing Authorities*.
- 2.2. The *End of Appointment* of unrepresented *Unclassified Officers and Employees* includes *Resignation, Retirement, and Discharge*.
- 2.3. This A.R. should be considered by *Appointing Authorities* for employees on approved extended leaves of absence with respect to City systems security role access and assigned City property or benefits.
- 2.4. San Diego Charter section 30, *Removal of Unclassified Officers and Employees*, provides that *Unclassified Officers and Employees* appointed by the *Mayor* or *Non-Mayoral Appointing Authority*, with the exception of Deputy City Attorneys, may be removed by such *Appointing Authority* at any time. San Diego Charter section 30 also provides that appropriate procedures shall be established for the *Removal of Unclassified Officers and Employees*.

3. DEFINITIONS

- 3.1. *Appointing Authority*: For this A.R., *Appointing Authority* means a Director, Deputy Director, or other unclassified employee given the *Appointing Authority* responsibility under the San Diego Charter or other legal designation.
- 3.2. *Department Payroll Staff (DPS)*: An employee of any classification responsible for the processing of payroll documents in a department.

(Supersedes Administrative Regulation 96.00, Issue 2, effective February 1, 2014)

Authorized

Signature on File

CHIEF OPERATING OFFICER

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- 3.3. Discharge (or Removal): Separation from employment initiated by the *Appointing Authority*.
- 3.4. End of Appointment: Separation from employment through *Resignation, Retirement, or Discharge*.
- 3.5. Exit Interview: An interview held with *Unclassified Officers and Employees* who are separating from the City to discuss their reasons for leaving and their experience about working with the City.
- 3.6. Human Capital Management (HCM): An SAP module that maintains all master employee data.
- 3.7. Human Resources Department Liaison: An unclassified confidential employee in the Human Resources Department who routinely reviews and approves disciplinary actions, oversees sensitive administrative investigations, supports department management on employer-employee relations, and performs other various duties as assigned.
- 3.8. Mayor: Mayor or his/her designee.
- 3.9. Name-Clearing (Liberty Interest) Hearing: May be requested by a discharged employee to preserve their reputation in connection with City employment. (See section 5.2.5 for more information.)
- 3.10. Non-Mayoral Appointing Authority: A Director, Deputy Director, or other unclassified employee given the *Appointing Authority* responsibility under the San Diego Charter or other legal designation, not appointed by the *Mayor*.
- 3.11. Notice to Discharged Employee: Memorandum signed by the *Mayor* or a *Non-Mayoral Appointing Authority* indicating the *Discharge* of an employee from City service. (See Appendix, Forms)
- 3.12. Quota Buckets: Accrued time values in the *Human Capital Management* module that provides either compensation or a form of paid leave.
- 3.13. Resignation: Separation from employment initiated by the employee.
- 3.14. Retirement: Separation from employment based on meeting the age and eligible service requirements of San Diego Charter section 141.
- 3.15. Supervisor: Any employee who has authority to undertake or recommend employment decisions, including authority to direct the daily work activities, review work performance, and recommend or implement disciplinary actions affecting one or more City employee.
- 3.16. Unclassified Officers and/or Employees: *Unclassified Officers and/or Employees* appointed by the *Mayor* or *Non-Mayoral Appointing Authority*, as described in the San Diego Charter section 117, Unclassified and Classified Services, including managerial employees exempted from the Classified Service by ordinance pursuant to San Diego Charter section 117(a)(17).

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4. POLICY

- 4.1. All *Unclassified Officers and/or Employees* appointed by the *Mayor and Non-Mayoral Appointing Authorities*, with the exception of Deputy City Attorneys, are appointed without definite term and may be removed by order of the *Mayor or Non-Mayoral Appointing Authority* at any time. Any order effecting the *Discharge* of an *Unclassified Officer or Employee* shall be final and conclusive.
- 4.2. Procedures related to the *Discharge*, suspension, and layoff of Deputy City Attorneys are provided in San Diego Charter section 40 and in any applicable Memorandum of Understanding.
- 4.3. The *Appointing Authority* or designee is responsible for ensuring the safety of information, return of City property, and transition of duties when an employee separates from the City. The *Mayoral Appointing Authority* or designee must work with the Human Resources Department staff throughout the separation process.
- 4.4. Separating employees do not receive any additional benefits from the City after separation of employment takes place. This includes limiting the time a separating employee remains on the City's payroll accruing compensation, wages, and benefits to align with the intended physical separation of employment date from the City.

5. PROCEDURE

- 5.1. The Mayoral Department Director or designee must notify the Human Resources Department of any employment separation as soon as possible.
 - 5.1.1. *Resignation* – The *Unclassified Officer or Employee* may file their resignation through any written form of documentation, such as letter, email, or Form CS-P-2 “Resignation Form” (see Appendix, Forms). Proceed to Step 5.3.
 - 5.1.2. *Retirement* – The *Unclassified Officer or Employee* must submit an Application for Service Retirement memorandum from the San Diego City Employees’ Retirement System (SDCERS). Proceed to Step 5.3.
 - 5.1.3. *Discharge* – Proceed to Step 5.2.
- 5.2. Prior to processing the paperwork for *End of Appointment* through *Discharge*, the following steps must be followed:
 - 5.2.1. An *Unclassified Officer or Employee* removed from office must be given a *Notice to Discharged Employee* by the *Appointing Authority*. Contact the Human Resources Department regarding the *Notice to Discharged Employee*.
 - 5.2.2. *Discharge* of an *Unclassified Officer or Employee* will be effective upon the service on the employee of the *Notice to Discharged Employee* or at such later time and date as may be provided in the *Notice to Discharged Employee*.

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- 5.2.3. Service of the *Notice to Discharged Employee* must be in person or by overnight mail with signature of receipt to the last known address of the separating employee.
- 5.2.4. Non-Mayoral Departments may consult with the Human Resources Department before issuing a *Notice to Discharged Employee* to an *Unclassified Officer or Employee*, but are not required to do so.
- 5.2.5. An *Unclassified Officer or Employee* may have the right to a *Name-Clearing (Liberty Interest) Hearing* before their Department Director or designee. A *Name-Clearing (Liberty Interest) Hearing* may be triggered when an employee’s *Discharge* is publicized outside the workplace by the City in such a manner that could damage the employee’s reputation in the community or seriously impair the employee’s opportunity to obtain other employment. For Mayoral Departments, the Human Resources Department and the City Attorney’s Office must be contacted before conducting a *Name-Clearing (Liberty Interest) Hearing* and if there are questions regarding whether this type of hearing is appropriate. For Non-Mayoral Departments, the City Attorney’s Office must be contacted regarding *Name-Clearing (Liberty Interest) Hearing*.
- 5.3. Complete all the necessary forms. Forms should be returned to the *DPS* for filing and/or further processing. (See Appendix, Forms)

Note: Forms with asterisk (*) require *Appointing Authority* signature.

- 5.3.1. Employee Separation Packet – to be provided to the employee. The packet must be discussed in person (see sections 6.2.2 and 6.7.1), or sent by overnight mail to the last known address of the employee.
 - a. *Notice to Discharged Employee** (for *Discharge* only) OR Separation of Employment Process memo (for *Resignation* or *Retirement* only)
 - b. Form CS-1502 “Personal Data Form”
 - c. Form CS-40 (UI-1) “Notice to Employee About Unemployment Compensation”
 - d. Terminating Employee Benefits Plan and Savings Plan Information
 - e. Form HR-15-A “Employee Separation of Employment Checklist”
 - f. Form 700 “Statement of Economic Interests” (online only)
 - g. Form CS-P-2 “Resignation Form” (if applicable)
- 5.3.2. *Supervisor* Packet – to be completed by the employee’s *Supervisor*.
 - a. Form CS-40 (UI) “Supervisor’s Employee Separation Reporting Form”*
 - b. Form HR-15-B “Employee Separation of Employment – Information Technology (IT) Services Checklist”
 - c. Revocation Memo (Appointing Authorities only)*
 - d. Form COM-13 “Procurement Card Program Participation Form” (if applicable)*

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- 5.3.3. Payroll Forms – to be completed by the *DPS*.
 - a. Form CS-1522 “Personnel Change Request”*
 - b. Form AC-423 “Payoff Identification”*

- 5.4. Collect the *Unclassified Officer or Employee’s* City ID card, building access passes, assigned office and vehicle keys, uniforms, and other City-issued items and equipment. (Refer to Employee Separation of Employment Checklist.)

- 5.5. Submit a Service Request through the [IT Helpdesk](#) (877-796-5999) or [Service Now](#) portal to disable the *Unclassified Officer or Employee’s* computer and other network services. Requests pertaining to desk phone, cellphone, and Virtual Private Network services must be submitted to the IT Helpdesk or Service Now portal separately.
 - 5.5.1. Non-Mayoral Departments that have their own IT section may submit Service Requests using their internal process.
 - 5.5.2. To immediately disable the IT access of an *Unclassified Officer or Employee* who separated from the City through *Discharge*, contact the Human Resources Department.
 - 5.5.3. The Department of Information Technology completely deactivates IT access after two weeks from the employee separation. Notify the Department of Information Technology if you wish to hold the separating employee’s IT access (e.g. H Drive and email) longer than two weeks.
 - 5.5.4. For employees taking an extended unpaid leave of absence of 30 calendar days or more, ensure that City access (e.g. Emails, SAP access) is restricted and obtain any wireless communication devices and security access items such as office keys and entry cards issued to the employee for the duration of the extended leave of absence. City-owned mobile phones should be temporarily turned off to avoid data and usage charges and the wireless stipend benefit should be temporarily stopped. These items may be temporarily reassigned to employees acting in a backfill capacity during the extended leave absence if necessary.

- 5.6. Contact your Building Supervisor to disable the *Unclassified Officer or Employee’s* security badge and building access passes, if any. The Appointing Authority will assess whether changing the security codes is necessary.

- 5.7. If the employee opts or qualifies to retire in lieu of *Resignation* or *Discharge*, advise the employee to contact SDCERS at (619) 525-3600 before the *End of Appointment’s* close of business. The employee must inform SDCERS of the date of the *End of Appointment*.

- 5.8. For *Discharge*, it is the City’s protocol to escort an *Unclassified Officer or Employee* off the City’s premises. The *Human Resources Department Liaison* escorts the separating employee, unless otherwise coordinated by the department’s *Appointing Authority*.

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- 5.8.1. The *Human Resources Department Liaison* must be present while the employee is removing their personal property from their workplaces to safeguard City-owned documents or properties.
- 5.8.2. If the employee needs more time to remove their personal properties, the employee shall make arrangements with the *Human Resources Department Liaison* to pick up their personal belongings on another business day during operating hours.
- 5.9. An optional *Exit Interview* will be offered in-person, by phone, or online to all voluntarily separating unclassified employees two weeks prior to their last scheduled date of employment, or at the separating employee's convenience. The purpose of the *Exit Interview* is to obtain candid feedback from the separating employees on what is going well and what can be improved upon for the City of San Diego, as an employer.
- 5.10. Contact the [Office of the City Clerk](#) at 619-533-4000 two weeks prior to the *End of Appointment* or as soon as possible to determine whether the *Unclassified Officer or Employee* is a designated filer of Form 700 "Statement of Economic Interests."

6. RESPONSIBILITY

6.1. *Department Payroll Staff (DPS)*

- 6.1.1. Provides all the necessary forms (see sections 5.3.1 and 5.3.2) to the *Supervisor* once notified of the *End of Appointment* through *Resignation* or *Retirement*.
- 6.1.2. Ensures that the separation packet is completed and processed immediately.
- 6.1.3. The *DPS* is responsible for following through that the separating employee is paid correctly and processed in accordance with the standard payroll processing deadlines. The *DPS* ensures a Personnel Change Request (PCR) Form (see section 5.3.3) is submitted to the Personnel Department. Final payment for separated employees is processed and fulfilled on the next payroll cycle. Final payments will be direct deposited if the employee already has direct deposit set up in SAP. If no direct deposit is set up, a check will be mailed to the mailing address on record.
- 6.1.4. The *DPS* should make certain a Personal Data Form (CS-1502) is submitted to the Personnel Department with the PCR. The *DPS* is responsible for submitting any changes of address to the Personnel Department if not done so by the employee in the Employee Self Service SAP Module.
- 6.1.5. The *DPS* is responsible for notifying the [Office of the City Clerk](#) at 619-533-4000 regarding the employee's separation to ensure that Form 700 "Statement of Economic Interests" has been properly filed and closed out.
- 6.1.6. Submits Service Request(s) for account deactivation to the Department of

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Information Technology to coincide with the date of the employee's separation to ensure that City information systems and Email access is revoked. The Service Request(s) should be submitted to the Department of Information Technology prior to the separation so that it may become effective immediately upon separation (see section 5.5). Notify the department's internal IT staff, if any, of the employee's separation.

6.1.7. Sends the link of the online Exit Interview (see Appendix, Forms) to the employee who separated through *Resignation* or *Retirement*. Direct the employee to the Human Resources Department, if needed.

6.2. *Supervisor*

6.2.1. Provides the *DPS* the name of the separating employee and the effective date of separation as soon as possible.

6.2.2. Discusses the forms (see section 5.3.1) to the employee who separates from the City through *Resignation* or *Retirement*.

6.2.3. Ensures that all necessary separation forms (see sections 5.3.1 and 5.3.2) are completed and submitted to the *DPS* within 24 hours of completion.

6.2.4. Ensures combinations of safes to which the employee has access are changed; and requests to change security access entrance codes immediately and no later than 24 hours after separation, if applicable.

6.2.5. Ensures that assigned items belonging to the City and all City assets the separating employee has in possession are collected. (Refer to Employee Separation of Employment Checklist.)

a. Obtain passcodes of City-issued equipment, if any, and provide them to the Department of Information Technology.

b. Report any missing items to the *Appointing Authority* as soon as possible.

c. An issued P-Card must be reconciled to the separation date of all known charges and signed off by the separating employee and *Supervisor*. The P-Card should be surrendered by the *Supervisor* to the Department of Finance immediately.

d. Ensures the petty cash or change fund is reconciled in accordance with the petty cash/change fund procedure and keys are returned, if applicable.

e. Ensure passwords or access to external websites or applications are changed or deactivated.

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6.3. Personnel Department

6.3.1. Updates *HCM* master data to separate the employee from employment with the City to coincide with the effective date on the PCR submitted by the *DPS*.

6.3.2. Calculates eligible leave balances in the *Quota Buckets* to be paid out as *End of Appointment* pay. Final pay for separated employees is processed and fulfilled on the next payroll cycle.

6.4. Department of Finance

6.4.1. Performs validation of final payments and close-out of *Quota Buckets* of the separating employee.

6.4.2. Works with department to properly close out P-Card account if one was issued to separating employee.

6.5. Office of the City Clerk

6.5.1. Sends the separating employee a Leaving Office Request to File email with a link to the online form, Form 700 – Statement of Economic Interest, if identified as a designated filer.

6.6. *Appointing Authority*

6.6.1. Confirms *Supervisor* and *DPS* responsibilities have been fulfilled and signs off on necessary forms (see section 5.3) for separation to be executed in a timely manner according to the Administrative Regulation.

6.6.2. This position will assume *Supervisor* responsibilities contained within this Administrative Regulation if the *Appointing Authority* is the immediate supervisor.

6.7. Human Resources Department

6.7.1. The *Human Resources Department Liaison* facilitates the *End of Appointment* through *Discharge* and advises on protocols regarding employment separation activities.

6.7.2. The Human Resources Department is responsible for coordinating with the Department of Information Technology should there be a need for immediate deactivation of the IT services.

6.7.3. The Human Resources Department offers *Exit Interviews* in person or by phone.

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APPENDIX

Legal References

[City Charter, section 30, Removal of *Unclassified Officers and Employees*](#)
[City Charter, section 40, City Attorney](#)
[City Charter, section 117, Unclassified and Classified Services](#)
[City Charter, section 141, City Employees' Retirement System](#)

Forms

[Unclassified Separation Process at a Glance](#)
[Exit Interview](#)

Employee Separation Packet

Notice to Discharged Employee (for Discharge)
[Separation of Employment Process Memo \(for Resignation or Retirement\)](#)
[Form CS-1502 "Personal Data Form"](#)
[Form CS-40 \(UI-1\) "Notice to Employee About Unemployment Compensation"](#)
[Terminating Employee Benefits Plan and Savings Plan Information](#)
[Form HR-15-A "Employee Separation of Employment Checklist"](#)
[Form 700 "Statement of Economic Interests"](#)
[Form CS-P-2 "Resignation Form"](#)

Supervisor Packet

[Form CS-40 \(UI\) "Supervisor's Employee Separation Reporting Form"](#)
[Form HR-15-B "Employee Separation of Employment – Information Technology Services Checklist"](#)
[Revocation Memo \(Appointing Authorities only\)](#)
[Form COM-13 "Procurement Card Program Participation Form"](#)

Payroll

[Form CS-1522 "Personnel Change Request"](#)
Form AC-423 "Payoff Identification"

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Human Resources Department
Personnel Department
Department of Finance
Department of Information Technology
Office of the City Clerk