

SEPARATION FROM EMPLOYMENT

WHEN EMPLOYMENT ENDS

Employment with WCRC is normally terminated through one of the following ways:

- **Resignation** – A resignation is the voluntary termination of employment at the employee's request or initiative. In the event an employee intends to resign, he or she should notify his/her immediate supervisor in writing at least two (2) weeks in advance of the effective date to assure continuity of WCRC operations.
- **Termination** – At-will non-union employees may terminate his/her employment at any time and WCRC may terminate the employment relationship with or without notice or cause. Union employees may terminate their employment or may be terminated by WCRC in accordance with the provisions of any controlling collective bargaining agreement.
- **Layoff** – A reduction in force is the release of an employee or employees due to lack of funds, curtailment of work or reorganization.
- **Retirement** – Employees may retire from WCRC by submitting the appropriate forms to Municipal Employees' Retirement System (MERS) and providing notice to human resources. Forms may be found on the MERS website: <http://www.mersofmich.com/> or by contacting human resources. WCRC asks that employees provide at least a two (2) weeks' notice of the intention to retire to assure continuity of WCRC operations.
- **Job Abandonment** – Any employee who fails to report to work for three (3) consecutive days without notice to his or her supervisor will be assumed to have abandoned the job and resigned. In such a case, the employee will be terminated.

EXIT INTERVIEW

WCRC provides separating employees with an exit interview prior to their last day of employment. The purpose of the exit interview is to review eligibility for benefit continuation/conversion, to ensure the necessary separation forms are completed, return WCRC property, discuss the reason(s) for the separation and solicit constructive feedback to improve WCRC's operations. Exit interviews are conducted confidentially by human resources.