



SECTION 1. Voluntary Resignation: Except in the case of staff members with written employment agreements for a specified term of employment, employees are considered to work “at will” and may resign from employment at any time with or without notice. Where possible and practical, employees are requested to provide at least 2-weeks notice in order to facilitate a smooth transition of work duties. In the case of supervisory or management level staff members 30-days notice is preferred.

SECTION 2. Retirement: A voluntary resignation may be considered a retirement in the event the employee has completed a minimum of ten years of service with the Town; and meets the qualifications as a retiree under his/her respective state retirement plan (either the Arizona State Retirement System, Public Safety Personnel Retirement System, or the Correction Officers Retirement Plan). Because advance retirement planning is required to ensure timely initiation of retiree benefits, it is recommended that a minimum of 90-days notice of a retirement be provided to the Human Resources office, when possible.

SECTION 3. Dismissal: Involuntary termination of employment with the Town for cause. Regular, full-time and part-time employees who have completed their initial introductory period and have received notification that they are to be involuntarily dismissed from employment (following a 5-day review period) shall, as a procedural matter, be entitled to appeal the dismissal through the formal grievance procedure, if the employee so requests, as provided in policy 18. An employee in their initial introductory evaluation period may be dismissed at any time by a Department Head with the concurrence of the Human Resources Director and the approval of the Town Manager; such employee is not entitled to appeal the dismissal through the formal grievance process.

SECTION 4. Reduction In Force: A Department Head may eliminate the position of an employee with the concurrence of the Human Resources Director and the approval of the Town Manager because of material change in duties or organization or shortage of work or funds. Initially, reduction in force decisions may be made based upon documented deficiencies in performance. Where documented performance is equal, reduction decisions will be made based upon seniority within the affected classification of the Department.