



City of Pittsburgh
Operating Policies

Policy: Discharge of “At Will” Employees	Original Date: 01/04/2011
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PURPOSE: To establish guidelines by which the City of Pittsburgh will ensure that the proper procedures, including all required paperwork are completed for voluntary and involuntary discharges/terminations of “At-Will” Employees.

POLICY STATEMENT: It is the policy of the City of Pittsburgh to conduct voluntary and involuntary terminations appropriately and in a uniform and consistent manner.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

DEFINITIONS:

“At-Will” Employee – A City of Pittsburgh employee who is either full-time or part-time and who is not covered by a Collective Bargaining Agreement or protected under the Civil Service system.

Involuntary Termination – When the City of Pittsburgh severs an employee’s employment.

Voluntary Termination – When the Employee severs their “at-will” employment with the City of Pittsburgh.

PROCEDURE

I. INVOLUNTARY TERMINATION

- a) Prior to termination, an employees' Manager should make sure they have solid documentation of the rationale for termination (e.g., end of grant funding, employee's poor work performance or offensive behavior, etc.).
- b) Conduct the termination: explain to the employee why he/she is being terminated and the effective date of termination.
- c) Follow the Exit Interview Policy to ensure the return of all City of Pittsburgh property (keys, cell phones, laptops, etc.) the employee may have in his/her possession. Complete Part 1 of the Exit Interview and the Exit Interview Form.
- d) Arrange for employee to remove all personal effects.
- e) Document the termination.
- f) Submit Personnel Transaction Form to the Department of Personnel & Civil Service Commission.

II. VOLUNTARY TERMINATION

- a) It is recommended that an employee provide at least a two (2) week notice for a voluntary termination.
- b) Complete the Exit Interview and the Exit Interview Form (per the separate Exit Interview Policy).
- c) Request the return of all City of Pittsburgh property (keys, cell phones, laptops, etc.) the employee may have in his/her possession.
- d) Submit Personnel Transaction Form to the Department of Personnel & Civil Service Commission.