

# FISCAL ACCOUNTABILITY RULES

## RULE 10.11 – SEPARATION FROM EMPLOYMENT

### Purpose

The purpose of this rule is to establish the policy of the City and County of Denver concerning separation pay for all employees of the City leaving City service to ensure that the employee is paid accurately and timely.

This rule must be read jointly with [Career Service Authority \(CSA\) Rule 1 – Definitions](#), [Rule 5 – Appointments and Status](#), and [Rule 14 – Separation Other than Dismissal](#) and [Fiscal Accountability Rule 10.2 – Overpayments to Employees and Contract Employees](#) to ensure compliance and understanding.

### Definition

**Benefit** – Paid time off, vacation leave, holiday leave, sick leave, payments for injuries or sickness received in the line of duty, health insurance, life insurance, pensions, termination pay, uniform and equipment allowances, dependents' benefits, longevity pay, and any other financial or economic benefits which are found by the Career Service to be the prevailing practice in the Denver metropolitan area. *(CSA Rule 1- Definitions)*

**Employee** – For the purpose of this rule an employee is a person in a limited or unlimited position or a member of the Classified Service of the Police and Fire Departments, and the Undersheriff.

**Limited position** – One which has a specified ending date. *(CSA Rule 1- Definitions)*

**Overpayment** – Cash or paid leave that has been overpaid regardless of the reason.

**Separation** – The termination of employment by reason of probation, disqualification, lay-off, resignation, retirement, dismissal, or death. *(CSA Rule 1- Definitions)*

**Unlimited position** – One which has no specified ending date. *(CSA Rule 1- Definitions)*

### Rule

1. Each employee separating from employment from the City and County of Denver for any reason shall be paid accrued benefits and salaries according to established Career Service Authority Rules, or Civil Service Rules, whichever shall apply.

## FISCAL ACCOUNTABILITY RULES

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### RULE 10.11 – SEPARATION FROM EMPLOYMENT, CONTINUED

2. Accrued benefits and salaries shall be paid from the appropriate payroll funds of the agency/department in which the separated employee was employed.
3. The Controller's Office, Payroll Division, shall perform a separation audit on every eligible employee. Upon conclusion of the audit:
  - a. the employee shall be paid for any unused compensatory time, paid time off, vacation leave, and sick leave balance determined to be owed, and any other leave that a member of the Classified Service of the Police and Fire Departments, and the Undersheriff has accrued; or
  - b. if the employee has been overpaid wages, or if a discrepancy in the employee portion of benefit withholding is determined, the amount will be withheld. (Refer to [Fiscal Accountability Rule 10.2 – Overpayments to Employees and Contract Employees.](#))
4. Agencies/Departments shall develop procedures to track security access granted and property issued to employees. The security access and property issued shall be documented.
  - a. Upon separation, agencies/departments shall notify appropriate personnel to terminate access to all systems.
  - b. Upon separation, agencies/departments shall ensure all City property issued to the employee is returned on or before the employees last day of employment.

#### Procedures and Forms

The **Controller's Office** is responsible for any procedures and forms associated with this rule.