

APPENDIX A

Fair Labor Standard Act Qualified Seasonal Recreation Positions

- **Aquatic Center Manager**
- **Assistant Aquatic Center Manager**
- **Concessionaire/Attendant Coordinator**
- **Lifeguard**
- **Water Safety Instructor**
- **Concessionaire/Attendant**

State of Wisconsin
 Department of Workforce Development
 Equal Rights Division
 Civil Rights Bureau

Wisconsin's Fair Employment Laws
 #1 in a Series
**Fair Hiring
 And Avoiding Discriminatory Interview Questions**

One of the purposes of the fair employment law is to encourage employers to evaluate job applicants on the basis of their qualifications, rather than on their membership in a particular class to which they may belong. Under section 111.322(2) of the Wisconsin Statutes it is unlawful:

To print or circulate any statement, advertisement, or publication, or to use any form of application for employment, or to make any inquiry in connection with prospective employment, which implies or expresses any limitation or discrimination based upon a person's race, color, creed, ancestry, national origin, age, sex, disability, arrest or conviction record, marital status, sexual orientation, military service, or use or non-use of lawful products away from work.

For example, an employer might ask an applicant, "What nationality are you?" This question implies that an applicant's national origin will be a factor in the employment decision. Even if the employer does not intend to discriminate against the applicant, asking the question may create problems.

This pamphlet deals primarily with avoiding discriminatory interview questions. Employers should also review all of their recruitment, hiring, and promotion processes to be sure that they are fair.

Before Hiring, You May Want to Consider the Following:

- Review the essential functions of the job. What skills will an applicant need in order to perform the job successfully?
- What kinds of interview questions will help determine if an applicant can perform the functions of the job? If you intend to pre-screen applicants, develop objective and relevant benchmarks, and apply them uniformly.
- Review how you advertise and recruit for positions. Do you reach all areas of the community, or are some groups excluded? Note that word-of-mouth or employee referral methods of recruitment may be unlawful if the current workforce is not representative of the area population.
- If using an application form, carefully review it to ensure that it does not ask for discriminatory, irrelevant, or non-essential information.
- Consider if barriers exist for applicants using wheelchairs, those who have hearing or vision impairments, learning disabilities, or other disabilities. If barriers do exist, consider what accommodation an applicant may need. (See pamphlet #4 "Persons with Disabilities on the Job" for resources regarding reasonable accommodations).
- When advertising, be careful about the language you use. Ads which imply or express an unlawful preference or limitation such as, "young, energetic" (which can imply age discrimination) should be avoided.

If You Need Assistance:

Job Service has trained job counselors who can assist in matching employers and qualified applicants. To locate the Job Center in your area, call 1-888-258-9966, or go to www.wisconsinjobcenter.org.

QUESTIONS TO AVOID DURING THE HIRING PROCESS

The key to understanding what inquiries might be unlawful is to ask only questions that will provide information about the person's ability to do the job, with or without a reasonable accommodation. Keep in mind that if it is unlawful to ask the applicant a question directly, it is also prohibited to ask the same question as part of the pre-offer reference checks.

1. WHAT IS YOUR AGE OR DATE OF BIRTH?

Avoid age-based inquiries. Both state and federal laws prohibit discrimination against persons age 40 and older. An age inquiry may be made to ensure that a person is "old enough" to work for the job, or if the job is among the few where age discrimination is permitted (such as driving a school bus or some types of physically dangerous or hazardous work).

2. HAVE YOU EVER BEEN ARRESTED OR CONVICTED?

Wisconsin law prohibits inquiries about past arrest records but permits consideration of a current arrest. If an applicant is currently under arrest for an offense that is substantially related to the job, an employer may either suspend judgment until the case is resolved, advise the applicant to reapply when the charge is resolved, or refuse to employ the applicant. A current employee who is arrested may be suspended (but not discharged) if the charge is substantially related to the job.

With some exceptions, an employer may not refuse to employ a person or discharge a person with a conviction record unless the circumstances of the conviction substantially relate to the circumstances of the job. Therefore, if an inquiry about convictions is made, the employer should add a clarifier, such as: "A conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking." Anyone who evaluates conviction record information for the employer should be knowledgeable about how such data may be used.

3. ARE YOU AVAILABLE FOR WORK ON SATURDAY AND SUNDAY?

This question may discourage an applicant whose religion prohibits work on their Sabbath, which might be Saturday or Sunday. If a question about weekend work is asked, the employer should indicate that a reasonable effort is made to accommodate religious beliefs or practices. An employer is not required to make an accommodation if doing so would create an undue hardship for the business.

4. DO YOU HAVE CHILDREN? WHAT ARE THEIR AGES? WHAT CHILDCARE ARRANGEMENTS DO YOU HAVE? ARE YOU PREGNANT OR PLANNING TO HAVE CHILDREN?

Typically, these questions are asked only of women, which make these inquiries unlawful. However, even if such inquiries are made of both men and women, the questions may still be suspect. Such information has been used to discriminate against women because of society's presumption that they are the primary caregivers. If the employer's concern is regular work attendance, a better question would be, "Is there anything that would interfere with regular attendance at work?"

5. WHAT COUNTRY ARE YOU FROM? ARE YOU AN AMERICAN CITIZEN?

Inquiries about a person's citizenship or country of birth are unlawful and imply discrimination on the basis of national origin. A person who has lawfully immigrated to this country may not be discriminated against on the basis of citizenship. The Immigration Reform and Control Act of 1986 requires employers to verify the legal status of all new hires. Employers should not ask applicants to state their national origin, but should ask if they have legal permission to work in the United States. They should then explain that verification of that permission must be submitted after the decision to hire has been made. To satisfy verification requirements, employers should ask all new hires for documents establishing both identity and work authorization. For more details on these regulations, contact the U.S. Citizen and Immigration Services (USCIS) at 1-800-375-5283.

6. DO YOU HAVE A GARNISHMENT RECORD? DO YOU HAVE CREDIT PROBLEMS? ARE YOU A HOMEOWNER?

Answers to these inquiries are almost always irrelevant to job performance. Because census data indicates that minorities, on average, are poorer than whites, consideration of these factors may have a disparate impact on minorities. Therefore, requests of this nature may be unlawful unless clearly required by business necessity.

7. DO YOU HAVE A DISABILITY? WHAT IS YOUR HEALTH HISTORY?

Inquiries about a person's disability, health, or worker's compensation history before a job offer is made are unlawful if they imply or express a limitation based on disability. Under the federal Americans with Disabilities Act, any inquiry at the pre-employment stage which would likely require an applicant to disclose a disability is unlawful. Employers must avoid such inquiries or medical examinations before making a bona-fide job offer.

However, an employer may inquire about an applicant's ability to perform certain job functions and (within certain limits) may conduct tests of all applicants to determine if they can perform job functions, with or without an accommodation.

8. DO YOU HAVE FRIENDS OR RELATIVES WORKING FOR US?

This question is not relevant to an applicant's competence and should be avoided. Since the question implies a preference for friends or relatives, it may be unlawful if the composition of the present workforce is such that this preference reduces or eliminates an employment opportunity for minorities, women or individuals in other protected classes.

9. ARE YOU PROFICIENT IN ENGLISH?

Some level of proficiency in English may be necessary for many jobs, but fluency or absence of an accent is not relevant for a substantial number of jobs. Employers must be careful about requiring English language proficiency and must be sure that the language skill level being sought does not exceed the level required for successful job performance.

10. WHAT IS YOUR MARITAL STATUS? WHAT IS YOUR SPOUSE'S NAME?

These inquiries are not relevant to job performance and could be used to discriminate. An employer may not discriminate against a person because of their status of being married, single, divorced, separated, or widowed.

11. DO YOU SERVE IN THE MILITARY?

Questions relevant to experience or training received in the military, or to determine eligibility for any veteran's preference required by law are acceptable. However, it is unlawful to discriminate against someone because of membership in the National Guard, a state defense force, or another state or federal reserve unit.

12. DO YOU SMOKE OR DRINK ALCOHOL?

An employer may not discriminate against a person for using (or not using) lawful products off the employer's premises during non-working hours. The law contains some exceptions, but employers generally should avoid inquiries in this area.

A FINAL NOTE

It is reasonable to assume that all questions on an application form or in an interview are for a specific purpose, and that decisions are made on the basis of the answers given. In deciding if a question is lawful, the employer should determine whether the information being sought is necessary. For example, why is it important to know a person's age, or their ability to speak Spanish? If the answer does not provide job-related information or determine a person's qualifications, it may be better not to ask the question. Questions which do not produce information that helps the employer choose the most qualified applicant tend to raise questions as to the employer's motivation for asking the question.

This is one of a series of fact sheets highlighting programs of the Wisconsin Department of Workforce Development. It is intended to provide only a general description of the law, not a legal interpretation. The Equal Rights Division has additional informational materials explaining various aspects of the fair employment law.

PAMPHLET SERIES

- #1 Fair Hiring and Avoiding Discriminatory Interview Questions
- #2 Harassment in the Workplace
- #3 Pregnancy, Employment and the Law
- #4 Persons with Disabilities on the Job
- #5 Wisconsin Fair Employment Law and Complaint Process
- #6 Age Discrimination in the Workplace
- #7 Settlement and Mediation
- #8 Race, Color, Ancestry and National Origin Discrimination
- #9 Sexual Orientation Discrimination

The Department of Workforce Development is an equal opportunity service provider. If you need assistance to access services or need material in an alternate format, please contact the Equal Rights Division.

Questions about employment discrimination should be directed to the:

**EQUAL RIGHTS DIVISION
CIVIL RIGHTS BUREAU**

201 E WASHINGTON AVE ROOM A300
ROOM A300
PO BOX 8928
MADISON WI 53708
Telephone: (608) 266-6860
TTY: (608) 264-8752

819 N. 6th ST
ROOM 723
MILWAUKEE, WI 53203
Telephone: (414) 227-4384
TTY: (414) 227-4081

Web Site: <http://dwd.wisconsin.gov/er>

**CITY OF MANITOWOC
SEASONAL EMPLOYEE HIRING RATES
2017**

GENERAL	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Laborer ¹	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00
Maintenance ²	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
Clerical	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00
Administrative Clerk - DPI	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
WWTF Intern (semi-skilled)	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
Engineering Intern	\$12.50	\$12.75	\$13.00	\$13.25	\$13.50
CDL/Snowplow Driver	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
HR Intern	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
CSW Intern	\$9.00				
ZOO	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Animal Asst	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
Intern	\$2,500 stipend/three month season				
AQUATICS	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Lifeguard/WSI	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
Lifeguard II/WSI/LG	\$10.50	\$10.75	\$11.00	\$11.50	\$11.75
AC Manager	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Asst AC Mgr	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00
Cons/Attend Coordinator	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
Cons/Attendant	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00
Pool Specialist ³	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
PLAYGROUND	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Leader	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00
Supervisor	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
REC INSTRUCTORS	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR
Basic Instructor	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00
Sr Center Instructor I	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00
Sr Center Instructor II	\$12.50	\$12.75	\$13.00	\$13.75	\$14.00
Baseball Supervisor	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00
Fitness & Exercise	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Golf	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Riflery & Hunter Safety	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Riflery Assistant	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Archery	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00

¹ Grass cutting, weed eating, basic grounds maintenance, cleaning, general assistant, small equipment user

² Streets work, marina maintenance, beach grooming, weed crew, engineering survey crew, forestry work, large equipment user, heavy equipment transport

³ Per PC Minutes dated 03/12/2012

APPENDIX C

	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH YEAR	5 TH YEAR
Officials-Youth					
Plate One Ump	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Plate Two Ump	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Bases/Scorer	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Basketball	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Soccer	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Officials-Adult	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH YEAR	5 TH YEAR
Basketball	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Softball	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Scorer	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Miscellaneous	1 ST YEAR	2 ND YEAR	3 RD YEAR	4 TH YEAR	5 TH YEAR
Facility Attendant (incl. Sr. Ctr.)	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00
Special Event Coordinator	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00
Metro Stage	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
 or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security 	

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the Instructions for more information about acceptable receipts.



**CITY OF MANITOWOC
SEASONAL EMPLOYEE NEW HIRE CHECKLIST**

Employee Name: _____ Department: _____

Position: _____ Date of Hire: _____

Orientated By: _____ Date of Orientation: _____

PRE-HIRE/POST OFFER:

- Complete and satisfactory Wisconsin Criminal Information Bureau record
- Complete and satisfactory Wisconsin Circuit Court Access record
- Complete and satisfactory Wisconsin Sex Offender Registry record
- Verification of credentials (e.g. Lifeguard Certification)
- Written/emailed offer of employment

GENERAL FORMS:

- Approve PAF
- Federal W-4
- WI Withholding WT-4
- I-9 Form (with proper documentation)
- Direct Deposit Form

MISCELLANEOUS FORMS AND INFORMATION:

- Employee Policy Manual and Acknowledgement Form
- Pelion Form

SAFETY TRAINING:

- Bloodborne Pathogens
- Personal Protective Equipment (when required)
- Hearing Conservation (when required)
- Hazard Communication (when required)
- Other department-specific training (list)

****FORWARD ALL COMPLETED FORMS TO THE HUMAN RESOURCES DEPARTMENT****



**3121 FICA Alternative Plan
Participant Enrollment, Investment Election, And Designation of Beneficiary Form**

PARTICIPANT INFORMATION (Please Print Information Clearly)

Social Security Number: _____ Date of Birth: _____ Date of Hire: _____
 Name: _____ Married: _____ Single: _____
 Street: _____ City: _____ State: _____ Zip: _____
 E-mail Address: _____ Phone: _____
 Employer: _____

Investment Election

I authorize all contributions to be invested as follows:	Contribution Percent %
GUARANTEED FIXED OPTION	
Guaranteed Fixed Account	100%
TOTAL	100%

Designation of Beneficiary

I hereby revoke any Designation of Beneficiary I may previously have made under the above Plan and designate the following as my Beneficiary (ies) under the Plan:

Primary Beneficiary (ies)

Name	Relationship	Social Security Number	Date of Birth	Percentage

Contingent Beneficiary (ies)

Name	Relationship	Social Security Number	Date of Birth	Percentage

Participant's Signature: _____ Date: _____

Please Submit Form To:
 PELION BENEFITS, INC. • P.O. Box 110355 • Research Triangle Park, NC 27709
 Telephone 888.532.7526 • Fax 919.942.2804

**Statement Concerning Your Employment in a Job
Not Covered by Social Security**

Employee Name

Employee ID#

Employer Name

Employer ID#

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security ($\$500 - \$400 = \$100$). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee

Date

Information about Social Security Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security

New legislation [Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004] requires State and local government employers to provide a statement to employees hired January 1, 2005 or later in a job not covered under Social Security. The statement explains how a pension from that job could affect future Social Security benefits to which they may become entitled.

Form SSA-1945, **Statement Concerning Your Employment in a Job Not Covered by Social Security**, is the document that employers should use to meet the requirements of the law. The SSA-1945 explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse or an ex-spouse.

Employers must:

- Give the statement to the employee prior to the start of employment;
- Get the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security will not be setting any additional guidelines for the use of this form.

Copies of the SSA-1945 are available online at the Social Security website, www.socialsecurity.gov/form1945. Paper copies can be requested by email at oplmswmm.rqct.orders@ssa.gov or by fax at 410-965-2037. The request must include the name, complete address and telephone number of the employer. Forms will not be sent to a post office box. Also, if appropriate, include the name of the person to whom the forms are to be delivered. The forms are available in packages of 25. Please refer to Inventory Control Number (ICN) 276950 when ordering.



3121 FICA Alternative Plan

Plan participants can access their account on-line at www.prginfo.net. Following are the steps necessary to login at the website:

1. Select Participant Account Access
2. Select FICA Alternative
3. Enter your social security number (no dashes) for User Id
4. Enter the last 4 digits of your social security number for Password
5. Select Login

You can change your User Id and Password after you have logged in. Online access allows you to view and update your personal information including your address and beneficiary information, as well as, view your account balance, statements and transactions. For Forms and Frequently Asked Questions, select Participant Forms Library from the home page at www.prginfo.net and then select Special Pay Participants.

CITY OF MANITOWOC



Employee Separation Form

Employee Name: _____ Date: _____

Date of Separation: _____ Last Day Worked: _____

Status: Full-time (regular) Part-time (regular) Temporary/Seasonal

TYPE OF SEPARATION:

- Voluntary Separation: (Select from list and provide additional details when necessary)
- | | | |
|---|---|---|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Resignation (verbal) | <input type="checkbox"/> Resignation (written – attach) |
| <input type="checkbox"/> Returned to School | <input type="checkbox"/> Relocation | <input type="checkbox"/> Job Abandonment |
| <input type="checkbox"/> No Reason Given | <input type="checkbox"/> End of Assignment | <input type="checkbox"/> Other |

Additional Details: _____

- Involuntary Separation: (Select from list and provide additional details when necessary)

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Position Eliminated | <input type="checkbox"/> Dismissal (provide reason) | <input type="checkbox"/> Lay-off |
| <input type="checkbox"/> Death | <input type="checkbox"/> Other (provide reason) | |

Additional Details: _____

ELIGIBILITY FOR REEMPLOYMENT:

- Eligible without reservation
- Eligible with some reservation (please comment below)
- Not eligible (please comment below)

Comments: _____

- Exit evaluation completed and returned to Human Resources

CITY PROPERTY RETURNED:

- | | | | |
|--|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> I.D. Card | <input type="checkbox"/> Keys/Security Card | <input type="checkbox"/> Credit Card | <input type="checkbox"/> Radio/Pager |
| <input type="checkbox"/> Computer Equipment/Laptop | <input type="checkbox"/> Uniform(s) | <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Other* |

*Additional Details: _____