



PARKS & RECREATION

---

Date: 12/31/2017    **Updated:** 06/30/2022    **Date To Be Reviewed:** Three Years – 12/31/2025

## Title of Document: 4.1.13 LOPR\_Termination and End of Employment

**Background:** The City of Lake Oswego and the Lake Oswego Parks & Recreation Department (LOPR) acknowledges an end of an employee’s work relationship with the City. An employee may be terminated from a job of their own free will or following a decision made by LOPR. The termination and end of employment situation may be addressed through Personnel Policies (PP) 2-6 or PP 2-6.

**PP 2-6 Job Changes**, there are four types of terminations:

- Voluntary Separation
- Discharge ( this is addressed in PP 2-5 Corrective Action)
- Job Abandonment
- Layoff

**PP 2-5 Corrective Action #6**

- Discharge

If and when termination and End of Employment occur, Human Resources typically conducts and Exit Interview to provide departing employees with details about pay or benefit eligibility and to obtain the employee’s opinions about, and suggestions for improvements in, specific or general policies or practices of the City.

### **Links to Sources:**

[Personnel Policy 2-5](#)

[Personnel Policy 2-6](#)

**Responsibility/Contacts:** Director, Administrative Assistant