



## CITY OF WATERLOO, IOWA

CITY HALL

715 MULBERRY STREET 50703

Today's Date: 12/4/2014

Effective Date: 11/28/2014

Employment Date: 7/11/2000

To: City Council Members

Re: Notice of Severance

Department Community, Planning & Dev/HousingJob Title/Classification Director Waterloo Housing AuthorityThis is to report that the employment of Ethel Washington

with the City of Waterloo has been severed by reason of:

- ☒ Retired  
☐ Disability Related ☐ No ☐ Yes  
☐ Resigned  
☐ Termination  
☐ Other \_\_\_\_\_

In accordance with City Policy, it is requested to allow payment which consists of the following:

Benefits		(x) Hourly Rate		Total Payout
Vacation-Accrued	146	\$ 36.34		\$ 5,305.64
Vacation-Current	48.5	\$ 36.34		\$ 1,762.49
Usable Sick Leave	40	\$ 36.34	(x) 25%	\$ 363.40
Frozen Sick Leave			(x) 60%	\$ -
Personal Hours	4	\$ 36.34		\$ 145.36
Comp Time Pay				\$ -
Unscheduled Leave				\$ -
Other Pay	8	\$ 36.34		\$ 290.72
Total Payment				\$ 7,867.61

Comments: Other Pay is for May 2014 birthday which was not taken.

Approved by \_\_\_\_\_

Date 12-04-14

Human Resources \_\_\_\_\_

Date 12-9-14

## Routing:

Original to Human Resources by Department

Human Resources will forward original to City Clerk (Copy in Personnel File)

Clerk's Office will forward copy of approved form to Department and Human Resources

Updated 6/28/11

Council Agenda Date: \_\_\_\_\_ ☐ Accruals ☐ Status ☐ -9