



# CITY OF WATERLOO, IOWA

CITY HALL

715 MULBERRY STREET 50703

Today's Date: 9/9/2020

Effective Date: 9/4/2020

Employment Date: 5/25/1993

To: *City Council Members*

Re: *Notice of Severance*

Department Street Department

Job Title/Classification EOII

This is to report that the employment of Kevin Butler  
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	Total Hours	(x) Hourly Rate		Total Payout
* Vacation-Accrued	152	\$ 28.13		\$ 4,275.76
Vacation-Current	1.5	\$ 28.13		\$ 42.20
Usable Sick Leave			(x) 25%	\$ -
Frozen Sick Leave			(x) 60%	\$ -
Personal Hours				\$ -
Comp Time Pay				\$ -
Unscheduled Leave				\$ -
Other Pay				\$ -
Total Payment				\$ 4,317.96

Comments: Vacation earned in 2019 Jan 1 - Oct 5

Approved by [Signature]

Date 9-9-2020

Human Resources [Signature]

Date 9/10/20

**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