



PERSONNEL ACTION REQUEST

TO: CITY MANAGER

DATE: 6/16/19

1. Sensel, Micah Patrolman/Adm Leave Police
 EMPLOYEE/APPLICANT JOB CLASSIFICATION DEPARTMENT/DIVISION

Employee Number 109 Hire Date 04/10/17 Longevity % 0

The following action is recommended with regard to the above named employee/applicant:

2. Full Time Permanent
 Part Time Temporary Pension Eligible

	HRS PER WEEK	LENGTH OF EMPLOYMENT (Salary Before Pension Deduction)	EFFECTIVE DATE OF REQUESTED ACTION
3. <input checked="" type="checkbox"/> Salary Adjustment		From	To
Base Salary		<u>51,983.58</u>	<u>0</u>
Longevity			
Shift Diff.			
Premium Pay		<u>400.00</u>	<u>0</u>
TOTAL		<u>52,383.58</u>	<u>0</u>

4. Transfer to _____ Department as _____
 (CLASSIFICATION)

5. Successful Completion of Probationary Period

6. Separation due to:
 Voluntary Resignation Death Lay Off
 Disability Retirement

7. Disciplinary Action Required
 Written Reprimand
 Suspension With Pay For _____ Working days.
 Without Pay
 Demotion
 Discharge

8. Detailed Explanation: 6/16/19 Voluntary Resignation

9. Has employee been advised of this recommended action? Yes.

Signed Date 6/17/19
 (DEPARTMENT HEAD)

This request is approved
 Approved with amendment Signed
 (CITY MANAGER)
 Disapproved

Date _____

DISTRIBUTION FOLLOWING CITY MANAGER'S ACTION

July 2010

ORIGINAL - PERSONNEL FILE

COPY - EMPLOYEE

COPY - PAYROLL CLERK

COPY - DEPARTMENT HEAD

SEPARATION AGREEMENT

SEPARATION AGREEMENT entered into on this __ day of June, 2019 by and between the City of Centralia, Illinois and the Centralia Police Department (collectively "City") and Officer Micah Sensel ("the Employee") or collectively ("Parties") is as follows:

WHEREAS, the City placed the Employee on administrative leave on May 20, 2019; and

WHEREAS, the Parties have decided it is mutually agreeable for the Employee to separate employment from the City; and

WHEREAS, the Parties desire an amicable resolution and have agreed to the terms and conditions of a settlement of this matter;

THEREFORE, the Parties agree:

- 1) **Administrative Leave** – The Employee will remain on paid administrative leave through June 16, 2019.
- 2) **Resignation** – Effective 2359 hours on June 16, 2019, the Employee will irrevocably resign his employment from the City.
- 3) **Record Retention** – All documents and records pertaining to this matter shall be removed from and/or kept out of the Employee's personnel file.
- 4) **References** – If a prospective employer contacts the City for a reference regarding the Employee, the City shall provide only the following except as provided by law:
 - a) Dates of Employment
 - b) Title
 - c) Salary

No other information shall be given as part of a reference except as may be consented by the Employee, as evidenced by a written release except as provided by law.

- 5) **Payment for Accrued Time** – The City shall provide the Employee with payment for all of the Employee's accrued and unused Vacation and Compensatory Time. This payment shall be made by separate check on the first pay date after June 16, 2019. All standard deductions will be taken.
- 6) **Return of Equipment** – The Employee agrees to return all City issued law enforcement equipment.

- 7) **Agreement** – The Parties agree that this Agreement will not be placed in the Employee’s personnel file, but rather in a separate file and agree to the extent permitted by law to not provide Agreement or related documents to any third party that FOIA requests the information from the Employee’s Personnel File. The Employer may release Agreement if necessary, to enforce terms of this Agreement or as required by law. All specific requests will be followed by law. Although not liable, the Employer’s intent is to make a reasonable attempt to notify the Employee should the law require the Agreement be released.
- 8) **No Admission of Wrongdoing** – This Agreement shall not be deemed as admission of wrongdoing by the Employee.
- 9) **Entire Agreement** – The Parties acknowledge that the terms and conditions as set forth herein constitute the entire Agreement amongst them, and that there are no matters agreed to amongst them that are not set forth herein. Both Parties also agree to have read and understand all provisions of this Agreement.
- 10) **Modification of Agreement** – This Agreement may not be modified except by a written document that is signed by the Parties.
- 11) **Employment** – The Employee agrees that he will not apply for employment with the City of Centralia ever again.
- 12) **Signatures** – Signatures obtained via facsimile or other electronic means shall be deemed the same as originals.

FOR THE EMPLOYER (CITY OF CENTRALIA, ILLINOIS)

FOR THE EMPLOYEE


 Brian Atchison, Chief 06-14-19
 Date


 Micah Sensel 6/14/19
 Date


 City Manager 6/14/19
 Date