

# City of Minneapolis

## Request for Committee Action

**To:** Audit Committee  
**Date:** 5/24/2016  
**Referral:** N/A  
**From:** Internal Audit  
**Lead Staff:** Will Tetsell  
**Presented by:** Will Tetsell  
**File Type:** Receive & File  
**Subcategory:** Report

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**Subject:**

Employee Separation Audit Report

**Description:**

1. Receiving the Employee Separation Audit Report
2. Directing staff to publish the report
3. Referring the report to the City Council

**Previous Actions:**

The Audit Committee provided the following staff direction at their meeting on January 26, 2016:

Internal Audit staff directed to analyze the enterprise practices for employees that terminate employment with the City (i.e., what policies can be put in place given best practices research and process flow analysis; what are recommendations on methods to drive accountability), and to report back on this 2016 Work Plan update at next Audit Committee meeting.

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**Ward/Address:**

Not Applicable

**Background/Analysis:**

The objectives of this audit, in line with Audit Committee staff direction, were to analyze the enterprise practices for employees that terminate employment with the City, including identifying policies that can be put in place given best practices research and process flow analysis, and providing recommendations on methods to drive accountability.

**Financial Review:**

**No financial impact.**

Remediating the audit findings may require additional appropriations.

**Attachments:**

1. Employee Separation Audit Report