

## **Termination of Employment Policy Procedure**

Effective: January 1, 2010

Upon an employee giving notice of resignation or a program terminating an employee, the following procedures need to be followed:

### **Resigning Employees:**

- Employee submits resignation to Program Director/Supervisor.
- Program Director submits resignation letter and completed Personnel Status Change Form to Human Resources Coordinator.
- Human Resource Coordinator forwards Personnel Status Change Form and Acknowledgement of Resignation Letter to Executive Director.
- Executive Director initials Acknowledgement of Resignation Letter and returns it to HR Coordinator. Executive Director forwards Personnel Status Change Form and resignation letter to complete the process outlined for personnel changes in Personnel Status Change Form Instructions.
- Human Resources Coordinator sends Acknowledgement Letter and exit interview information to employee, as well as letter stating last day of employment and thanking the employee for their service.
- Employee meets with Human Resources Coordinator at designated time and place to complete HR Checklist for Terminating Employees and exit survey.
- Employee meets with Program Director/Supervisor to complete Program Director checklist, and Program Director will return the completed checklist to Human Resources.

### **Terminated Employees:**

- Program Director contacts Executive Director and discusses possible termination of employee.
- If decision is made to terminate the employee, the Program Director completes appropriate Disciplinary Action Notice with documentation.
- Executive Director notifies Human Resources Coordinator of decision to terminate employee.
- Program Director completes Personnel Status Change Form and forwards to Human Resource Coordinator.
- Program Director and Human Resource Coordinator meet with the employee to discuss the disciplinary action being taken resulting in the employee being terminated.
- Human Resources Coordinator gives employee a Letter of Termination.
- Should an employee fail to return to work to complete the discharge procedure, he or she will have their final paycheck mailed to his or her last known address by certified mail.

### **Job Abandonment**

- HR will mail exit information to the last known address by certified mail.

### **All Terminated Employees:**

- Human Resource Coordinator will complete an Exit Interview checklist for Terminating Employees for all employees regardless of whether they resign or are terminated. The original will be placed in the personnel file.
- Upon termination of employment whether by resignation or termination, the following actions with regard to processing of the final payroll check will apply:

#### **Resignation/Termination**

Wages due any employee who resigns will be paid on the next regular payday by direct deposit.

#### **Leave**

Any earned leave time (sick and paid time off) accumulated up to the amount allowable under appropriate leave policy is due and is paid within 10 business days of the final paycheck by direct deposit.

#### **Severance Pay**

There will be no severance pay due or payable to any employee who is discharged or resigns, except in instances in which the Board of Directors have voted and decided severance pay is necessary.

#### **Reduction in Force**

If RVCDS give two weeks' notice of Reduction in Force, employee will be paid on the next regular pay date.

If RVCDS does not give two weeks' notice of Reduction in Force or if the Reduction in Force is immediate, employee will be paid within 72 hours of the notification.