

# PEOPLE'S PLACE

## Separation from Employment Policy

Approved By: Board of Directors  
Review/Revision Date: 5/01/2010

### I. PURPOSE

The purpose of this policy is to provide guidelines for separation from employment.

### II. POLICY STATEMENT

All People's Place employment relationships are based on the status of "at will" which ensures that either party may terminate the relationship for any reason or for no reason without advance notice.

### III. APPLICATION

This policy applies to all People's Place staff and volunteers.

### IV. DEFINITIONS

- A. Termination – separation from employment initiated by the agency.
- B. Resignation – separation from employment initiated by the employee.

### V. STANDARDS

- A. All separations from employment must have appropriate documentation on file.
- B. The Executive Director must approve all terminations prior to the termination taking place.
- C. Termination from any People's Place program may result in termination from any other People's Place program in which the employee may work.
- D. Supervisors shall notify Human Resources as soon as an employee has resigned or has been terminated.
- E. Human Resources shall contact employees that resigned to schedule a confidential exit interview.
- F. Exempt staff who provide four weeks written notice and non-exempt staff who provide two weeks written notice when resigning may receive vacation payout. Certain positions are bound by ethical guidelines that may supersede the policy.
- G. Any leave, except approved sick leave or job protected leave i.e. Workers Compensation or FMLA, used during an employee's notice period will be deducted from the employee's vacation payout. Approved sick leave requires a note from a medical provider upon return and before the date of separation.
- H. Employees who resign may receive their actual accrued vacation leave not to exceed one-year's worth of accrual. Employees who are terminated for cause or who are in disciplinary probation status will not be eligible for any vacation payout.

- I. In the event of reduction in funding, employees will be subject to lay-off at-will, which means that employment is subject to termination with or without cause or advance notice. Our Agency, in its sole discretion, may consider factors such as the needs of the program, seniority, performance and attendance.

## VI. PROCEDURES

### A. Resignation

#### Individual Responsible

Employee

#### Action

1. Submits a letter of resignation to supervisor.

Supervisor

1. Notify Human Resources as soon as an employee has resigned
2. Submit a Separation from Employment Form with the letter of resignation through the chain of command to Administration on the last day of employment.

Human Resources

1. Notifies Payroll of resignation.
2. Contacts employee for benefit continuation and exit interview.
3. Notifies appropriate benefit carriers.
4. Closes personnel file.

### B. Termination

#### Individual Responsible

Supervisor

#### Action

1. Discusses the need to terminate employee with the next level of supervision. If the Program Director or the Associate Director is unavailable and it is necessary to remove the person from their job duties immediately, the supervisor may send the employee home pending disciplinary determination;
2. In the event of reduction in funding, determines with his/her supervisor the criteria to be used for termination.

Associate Director

1. Discusses the need to terminate employee with the Executive Director.

Executive Director

1. Consults with an attorney if necessary. Approves/Disapproves termination.
2. Notifies Human Resources of pending termination for preparation of appropriate paperwork.

Supervisor

1. Terminates employee.
2. Completes a Separation from Employment attaches appropriate documentation and forwards to Human Resources.

Human Resources

1. Notifies Payroll of termination. Notifies appropriate benefit carrier.
2. Contacts employee for benefit continuation and exit interview.
3. Closes personnel file.

## **VII. REFERENCES**

- A. Discipline Policy

## **VIII. EXHIBITS**

- A. Separation from Employment Form
- B. Exit Interview Form