

Written: 05/12/2017	Policy	Separation of Employment Policy
Approved: 06/22/2017		Dept.: All
Reviewed/Revised: 05/12/2017		Written By:

**Policy:**

It is the policy of Area Agency on Aging, Inc. to ensure that employee terminations, including voluntary and involuntary terminations, are handled in a professional manner with minimal disruption to ongoing work functions.

**Procedures:**

***Voluntary Terminations***

A voluntary termination of employment occurs when an employee informs his or her supervisor of the employee’s resignation or when an employee is absent from work for more than three consecutive workdays and fails to contact his or her supervisor.

Employees are requested to provide notice of their intention to separate from the company to allow a reasonable amount of time to transfer ongoing workloads. The employee should provide a written resignation letter or notification to his or her manager.

Class III Employees: Four (4) weeks’ notice requested. Class III employees are administrative and management personnel.

Class II Employees: Three (3) weeks’ notice requested. Class II employees are professional licensed staff and support staff.

Class I Employees: Two (2) weeks’ notice requested. Class I employees are aides, transportation drivers and attendants and contract employees.

Lesser amounts of notice are acceptable if approval from the President/CEO is obtained. The company reserves the right to immediately terminate when a resignation is submitted.

Paid time off (PTO) may not be used to complete the notice.

Upon receipt of an employee’s resignation, the supervisor will notify the human resource (HR) department by sending a copy of the resignation letter or notification to HR and any other pertinent information (e.g., employee’s reason for leaving, last day of work).

The employee’s supervisor will coordinate the return of all company property. The employee’s supervisor will complete a change of status form and submit the completed form to the HR department.

HR will coordinate the employee’s completion of an exit interview. The exit interview provides the employee with the opportunity to freely express views about working at Area Agency on Aging, Inc. and the employee’s comments during the exit interview will be kept confidential. HR will compile data from exit interviews to determine if feedback to the head of the employee’s department or other members of management is necessary.

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***Involuntary Terminations***

An involuntary termination of employment is a management initiated dismissal. The inability of an employee to perform the essential functions of his or her job with or without a reasonable accommodation may also result in an involuntary termination. An employee may also be discharged for any legal reason, e.g., misconduct, tardiness, absenteeism, unsatisfactory performance or inability to perform.

In some cases progressive discipline may be used, prior to termination, to correct a performance problem. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline.

Before any action is taken to discharge an employee, the employee’s supervisor must request a review of facts from the HR Director. The HR Director will be responsible for reviewing the situation and determining if discharge is warranted. If the HR Director agrees with discharge, the employee’s supervisor and/or the HR Director will notify the employee.

The employee’s supervisor will coordinate the return of all company property. The employee’s supervisor will complete a change of status form and submit the completed form to the HR department.

***Final Pay***

An employee who resigns or is discharged will be paid through the last day of work, plus any unused paid time off (PTO), less outstanding loans, advances or other agreements the employee may have with the company. Whether voluntary or involuntary, no accrued hospitalization days will be paid.

The employee’s supervisor should ensure that the payroll department receives the terminated employee’s timecard.