

Chapter:	Human Resource Management		
Title:	Employee Separation		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: HR Specialist	Adopted Date: 08.2020 Review Date: 04.2024	Related Policies: Equal Employment Opportunity Progressive Discipline

Purpose:

Hopeful Horizons (HH) has adopted this policy and its related procedures to assure a consistent and professional process for employment termination to provide for minimal disruption of work functions.

Scope:

This policy applies to:

- All HH Staff Selected HH Staff, as specified:
 HH Board Members HH Volunteers
 Other:

Policy:

It is the policy of HH to ensure that employee terminations, including voluntary and involuntary terminations, and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to ongoing work functions.

A. Considerations by Type of Employment Termination:

1. **Voluntary Termination:** Resignation is a voluntary act initiated by the employee to terminate employment with HH. The organization requests the following notice:
 - Administrative and Program Staff are requested to give 30 days written notice of resignation to their immediate supervisor.
 - Other Staff are requested to give 2 weeks written notice of resignation to their immediate supervisor.
 - HH is not required to honor the notice period and may end the employment relationship at any time during the period.
2. **Involuntary Termination:** HH strives to provide all employees with fair and reasonable conditions of employment. However, to carry out its business and service obligations and priorities in an efficient and ethical manner, HH adheres to the principles of at-will employment, whereby the organization and employees alike can terminate the employment relationship with or without cause, and with or without notice, at any time.
3. **Layoff/Reduction in Force:** Employees may be laid off because of a lack of work or a temporary or permanent workforce reduction within a program, team or department. HH shall make selections for layoff or reduction without regard to age, disability, race, color, sex, gender, gender identity (or expression), sexual orientation, pregnancy, religion, national origin, genetics, military or veteran status, or any other basis prohibited by law. Hopeful Horizons strives to provide as much notice as possible in the event of a layoff or reduction.
4. **Retirement:** Employees who are planning retirement are requested to notify their immediate supervisor in writing as soon as a decision is made but no later than 30 days in advance of their planned last day of work.

5. **Death:** In the case of death of an active employee, the employee's supervisor shall notify Human Resources (HR) immediately so processing of applicable death benefits, if any, may begin.

B. **Required Procedures:** HR shall adopt and administer procedures necessary to support a professional and efficient process for employee separation including (Attachment A – Employee Exit Checklist):

1. Employee notice for involuntary termination
2. Announcement of personnel change (staff, clients, other stakeholders)
3. Notice to the Human Resource Business Partner (HRBP)
4. Employee offboarding
 - Resignation letter/written notice of termination
 - Final pay (including any unused accrued vacation time to be paid out)
 - Required paperwork (COBRA notice by HRBP)
 - Return of agency property (computer, phone, credit card, keys/key cards, etc.)
 - Building security code changes
 - Suspend computer, network access and cloud-based database and service access
 - Exit interview/exit survey

C. **Appeal of Involuntary Separation:** An employee terminated involuntarily shall be notified of their right to an appeal in accordance with HHs' Complaint and Appeal policy and related procedure.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

1. **Administrative and Program Staff:** Supervisors, program leads and licensed professional staff.
2. **Employment-at-will:** A legal doctrine which states that an employment relationship may be terminated by the employer or employee at any time and for any or no reason if no laws are violated.
3. **Human Resource Business Partner (HRBP):** A human resource business partner is an HR professional who uses their experience to help companies and their leadership teams create or evolve their HR departments.

Other Related Materials:

Employee Termination/Exit Procedure
Exit Checklist

References/Legal Authority:

NA

Change Log:

Date of Change	Description of Change	Responsible Party
04.2024	This updates the policy to the new template; adds communication and training, definitions, other related materials and references.	R. Lucovich, HR Spec.



EMPLOYEE EXIT CHECKLIST

Employee: _____ Date of Termination: _____

SUPERVISORS:

	Returned/Completed	Not Returned	Comment
Resignation Letter			
Exit Interview			
Manuals, Files			
Cellular Phone			
Credit Cards			
Computer/Laptop			
Monitor			
Keyboard			
Mouse			
Power cord			
WebCam			
VSC Badge			
Office Keys/Other Keys			
Other			

HUMAN RESOURCES:

	Returned/Completed	Not Returned	Comment
Terminate ADP			
FAX Forms to ADP			
Email Forms to Employee			
Computer Password/Access Removed			

Email Removed			
COBRA Rights Explained (ADP)			
Final Work Hours Verified and Approved			
Payroll Deductions /Additions Approved			
Update Door Access Codes			
Other			

Finance:

	Returned/Completed	Not Returned	Comment
Final Pay Issued			
Other			

Notes:

Supervisor: _____ Date: _____

Finance: _____ Date: _____

Human Resources: _____ Date: _____