

PEOPLE'S PLACE

Separation from Employment Policy

Approved By: Board of Directors
Review/Revision Date: 12/01/2021

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.
- C. Notice Period- period of time required to work before separating of employment.

V. STANDARDS

- A. All separations from employment must have appropriate documentation on file. For resignations this should include the dated resignation letter and written confirmation of acceptance of resignation.
- 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 and Finance by email as soon as an employee has resigned or has been terminated.
- E. Finance will track worked hours during leave period.
- F. Human Resources will mail an exit interview to all employees that resign their positions.
- G. Full-time Exempt staff are required to provide four weeks written notice via letter or email and work at least 160 hours in the last 4 weeks of employment. Exempt staff who do this may receive vacation pay out. Certain positions are bound by ethical guidelines that may supersede the policy.
- H. Full-time Non-Exempt staff are required to provide two weeks written notice via letter or email and work at least 80 hours in the last 2 weeks of employment. Exempt staff who do this may receive vacation pay out. Certain positions are bound by ethical guidelines that may supersede the policy.

- I. Part-time staff are required to provide two weeks written notice via a letter or email and work their average work hours for the last two weeks of employment. Certain positions are bound by ethical guidelines that may supersede the policy.
- J. Part-time staff are required to provide two weeks written notice via letter or email and work scheduled average hours for the last two weeks of employment.
- K. Notice period work hours may not be reduced due to use of any leave.
- L. During the notice period, time off requested by the employee will be charged to vacation, with the exception of the use of sick leave when a note from a medical provider is submitted prior to the date of separation.
- M. Employees who resign may receive payment for their actual accrued vacation leave not to exceed one-year' worth of accrual. Employees who are terminated for cause or who are in disciplinary probation status will not be eligible for any vacation payout.
- N. 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. People's Place, in its sole discretion, may consider factors such as the needs of the program, seniority, performance and attendance.

VI. PROCEDURES

A. Resignation

Individual Responsible

Action

Employee

1. Submits a letter of resignation to supervisor.

Supervisor

1. Completes Supervisors check list.
2. Accepts resignation in writing.
3. Notify Human Resources and Finance as soon as an employee has resigned.
4. Submit a Separation from Employment Form with the letter of resignation and acceptance of resignation through the chain of command to Administration on the last day of employment.

Human Resources

1. Forwards separation from employment form to Finance.
2. Mails the employee an exit interview.
3. Closes personnel file.

Finance

1. Verifies number of hours worked during resignation period.
2. Contacts the employee to inform them of their eligibility of continued benefits.
3. Notifies appropriate benefit carriers.
4. Notifies AD/ED if staff member does not complete hours in the notice period.

Associate Director/Executive Director

1. Will evaluate any extenuating circumstances.

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 form, attaches appropriate documentation and forwards to Human Resources.

Individual Responsible

Human Resources

Action

1. Notifies Finance of termination.
2. Closes personnel file.

Finance

1. Contacts the employee to inform them of their eligibility of continued benefits.
2. Notifies appropriate benefit carrier.

VII. REFERENCES

- A. Discipline Policy

VIII. EXHIBITS

- A. Supervisors check list
- B. Separation from Employment Form
- C. Exit Interview Form

