

PEOPLE'S PLACE

Separation from Employment Policy

Approved By: Board of Directors
Review/Revision Date: 3/1/2023

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.

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 from employment.

V. STANDARDS

- A. All separations from employment generally must have appropriate documentation on file. For resignations, this generally includes 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 will notify Human Resources and Finance by email as soon as an employee has resigned or has been terminated.
- E. Human Resources will mail an exit interview to all employees that resign from their positions.
- F. Full-time, Exempt staff are requested to provide four weeks written notice via letter or email and work at least 160 hours in the last 4 weeks of employment.
- G. Full-time, Non-Exempt staff are requested to provide two weeks written notice via letter or email and work at least 80 hours in the last 2 weeks of employment.

- H. Part-time staff are requested to provide two weeks written notice via a letter or email and work their average work hours for the last two weeks of employment.
- I. All Employees will receive payment for their actual accrued vacation leave not to exceed one year's worth of accrual.
- J. 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 and performance.

VI. PROCEDURES

A. Resignation

Individual Responsible

Action

Employee

1. Submits a letter/email of resignation to supervisor. Verbal notices of resignation may be accepted by the agency.

Supervisor

1. Completes Supervisors check list.
2. Accepts resignation in writing/email.
3. In the case of a verbal resignation email the staff the following.
 - Spoke with you date/time and last day (date).
 - Verbal resignation is accepted. Please respond in writing.
4. Notify Human Resources and Finance as soon as an employee has resigned.
5. 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. Contacts the employee to inform them of their eligibility of continued benefits.
3. Notifies appropriate benefit carriers.
4. Mails the employee an exit interview.
5. Closes personnel file.

Associate Director/Executive Director

1. Evaluates 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 their 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 risk management advisor if necessary. Approves/Disapproves termination.
2. Notifies Human Resources of pending termination for preparation of appropriate paperwork.

Associate Director or Designee and Program Director

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

Individual Responsible

Human Resources

Action

1. Contacts the employee to inform them of their eligibility of continued benefits.
2. Notifies appropriate benefit carrier.
3. Forwards separation form employment form to Finance.
4. Close Employee File.

VII. REFERENCES

- A. Discipline Policy

VIII. EXHIBITS

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

