

# **Employee Termination Policy and Procedures**

## **1.0 POLICY**

It is company policy to ensure that employee terminations are handled in a professional manner with minimal disruption to ongoing work functions.

There are three types of terminations:

- a. Voluntary
- b. Involuntary
- c. Death

## **2.0 VOLUNTARY TERMINATIONS**

### ***2.1 General***

Voluntary termination of employment occurs when an employee informs his or her supervisor of employee's resignation, or termination is deemed to have occurred when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor (Job Abandonment).

### ***2.2 Procedure***

- a. Employees are expected to provide a minimum of two weeks' notice of their intention to separate from the company in order to allow a reasonable amount of time to transfer ongoing work. It is expected that written notification will be provided to the employee's supervisor.
- b. Upon receipt of an employee's resignation, the supervisor must notify Human Resources (HR) by sending a copy of the resignation letter to HR, annotated if necessary, with pertinent information (i.e. employee's reason for leaving, last day of work, etc.).
- c. The HR Manager, Branch Manager or immediate supervisor will coordinate the employee's exit interview.

This process includes:

1. Returning all company property (i.e., keys, credit cards, cell phone, computer, tools, uniforms, other)
2. Review of benefits status. (i.e., benefits/cobra, accrued vacation due, outstanding expense reports, date of final paycheck and other)
3. Completion of an exit interview questionnaire.

The exit interview provides employees the opportunity to freely express views about working at the company and will be held in strict confidence. HR will compile data from exit interviews to determine if feedback to an employee's manager is necessary.

## **3.0 INVOLUNTARY TERMINATION**

### ***3.1 General***

- a. An involuntary termination of employment, to include layoffs, is a management-initiated dismissal.

- b. Discharge may be for any of the following reasons, including but not limited to, misconduct, tardiness, absenteeism, poor job performance, job elimination, etc. 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.
- c. Prior to an involuntary termination, HR will correspond with payroll and will forward necessary correspondence of PDO time available, benefits and date of final paycheck to be discussed at time of termination.

### ***3.2 Procedure***

- a. Before any action is taken to discharge an employee, the employee's supervisor must request a review by the HR Manager.
- b. The HR Manager will correspond with the Chief Operating Office and/or President and the employee's supervisor. The situation will be reviewed and determined if dismissal is warranted.
- c. If dismissal is warranted, the employee's supervisor is responsibility to notify the employee and coordinate with HR to ensure that the terminated employee follows the checkout procedure in Section 2.2(c) of this policy.
- d. The manager should e-mail HR and payroll to confirm the last day worked.

NOTE: A DOL-800 (Separation Notice) is required to be completed in the State of Georgia for terminated employees, regardless of the reason, to be issued at the time of dismissal. If the employee is no longer available at the time employment ceases, the notice shall be mailed to the last known address of the employee within three (3) days of the date that the separation occurred or became known to the employer. (Rules of Georgia Department of Labor Employment Security Law, Section 300-2-7-.06).

For other states, a Notice of Separation should be completed and given to the employee before the employee leaves or mailed to his or her last known address.

## **4.0 DECEASED EMPLOYEES**

### ***4.1 General***

A termination due to the death of an employee will be made effective as of the date of death.

### ***4.2 Procedure***

- a. Upon receiving notification of the death of an employee, the supervisor must notify the HR Department immediately which will correspond with other relevant departments.
- b. All appropriate beneficiary payments from the various benefits plans will be processed.

## **5.0 FINAL PAY**

### ***5.1 General***

An employee who is discharged will be paid through the last day of work, plus any accrued, but unused PDO time. Final pay due, upon the death of an employee, will be paid to the deceased employee's estate.

### ***5.2 Procedure***

It is the responsibility of the employee's supervisor to ensure that the Payroll office receives the terminating employee's time in sufficient time to process the final paycheck.

## **6.0 UNEMPLOYMENT COMPENSATION**

### ***6.1 General***

The company is able to monitor and control the cost of unemployment compensation by being responsive. Typically employer information must be submitted to the appropriate state office within seven days of request. Failure to respond in a timely manner often results in unemployment compensation awards to former employees who otherwise would not qualify.

### ***6.2 Procedure***

- a. Managers are required to follow the process described in 2.2b of this policy.
- b. Payroll will notify the company's outsourced Unemployment Compensation Program Manager (UCPM) which is ADP.
- c. ADP will research each claim as necessary and advise the company on hearing attendance requirements, as well as required materials and presentation.