Chapter Title	Chapter #		Subject #
Human Resources	HR		580.1
Subject Title **Termination Protocol**	Adopted 03/01/96	Last Revised 4/10/17	Reviewed 9/5/06; 5/19/10; 2/13/14; 2/02/15; 6/23/15; 8/25/15; 4/10/17

PROCEDURE

Application

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 Termination Protocol

1.1 An employee who wishes to terminate employment shall send a resignation letter to the CEO. A minimum of 30 calendar days notice is required or any PTO payout will be forfeited. Additionally, PTO may not be used during this 30 day period, unless prior approved by the CEO.

- 1.1.1 The CEO will confirm last day of employment in consideration of the needs of the organization.
- 1.1.2 Failure to complete job duties as described by transition plan may result in forfeiture of PTO payout.
- 1.1.3 Trainings: Upon submitting resignation, an employee will not attend any agency or external trainings.

1.2 The CEO shall forward the employee resignation letter to the CFO or designee and a letter of acceptance to the employee will be prepared. A copy of the letter will be given to the employee's supervisor, Human Resources Assistant, and the employee personnel file.

1.3 The Human Resources Assistant shall coordinate all personnel activities according to the termination checklist.

1.4 The Supervisor shall meet with the employee to develop a transition plan, such as:

- 1.4.1 Reviewing the status of pending projects and setting priorities and timelines for uncompleted tasks;

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1.4.2 As applicable, reviewing the employee's case load, scheduling clinical documentation completion, and setting up reporting mechanisms;

1.4.3 As applicable, planning transition of consumers, i.e., method of notification to consumers of termination, etc.;

1.4.4 Planning notification to all staff regarding any transfer of duties to other staff; and

1.4.5 Verifying interim period arrangements (assigning employee to train others or coordinate services with temporary staff).

1.5 The Supervisor shall coordinate the transition plan for services.

1.6 The CEO or designee shall conduct an exit interview with the terminating employee.

1.7 The CFO or Human Resources Assistant shall meet with the terminating employee to verify/identify personal belongings to be removed from the premises.

1.8 The Human Resources Assistant shall meet with the terminating employee to:

1.8.1 Review the amount of paid-time-off accrual and payoff;

1.8.2 Develop a plan for the transfer of assigned equipment, supplies and keys to the Human Resources Assistant prior to the last day of employment;

1.8.3 Make arrangements for last paycheck.

1.8.4 Review fringe benefits: life insurance conversion, health insurance continuation (COBRA Rights), deferred compensation and retirement plan information.

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1.8.5 Make arrangements for the return of policy manuals, training materials and standard operating procedures to the CFO or Human Resources Assistant.

1.9 Prior to the employee's last day of employment, their Supervisor shall review all materials left in the terminating employee's desk.

1.10 The CEO or the Supervisor of the employee shall advise others of the employee's termination in an appropriate manner.

1.11 After the last day of employment, the IT department will block user access to all areas of the network (email, network, EHR, etc.)

Robert S. Lathers, Chief Executive Officer	Date		