Chapter Title Human Resources		Section # HR	Subject # 580
Subject Title **Severance of the Employment Relationship**	Adopted 10/27/03	Last Revised 6/17/16	Reviewed 6/27/05; 7/24/06 11/24/08; 5/27/09; 7/26/10; 1/23/12; 4/22/13; 7/28/14; 6/22/15 6/27/16; 7/24/17

POLICY

Application

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

1.0 At Will Employment

The CEO, as an "at will" employer, may authorize the termination of the employment relationship between an employee and The Right Door for Hope, Recovery and Wellness, with or without notice. The termination date will be that date determined by the CEO.

2.0 Resignation

An employee who decides to resign employment with The Right Door for Hope, Recovery and Wellness must notify his/her Supervisor in writing, with the effective date of his/her resignation.

3.0 Severance Package

The CEO may recommend to The Right Door for Hope, Recovery and Wellness Board a severance package for departing employees. The Right Door for Hope, Recovery and Wellness Board shall recommend approval or disapproval of the severance package. The Right Door for Hope, Recovery and Wellness Board must approve any severance package. Factors that will be taken into consideration in the offering of a severance agreement include, but are not limited to: length of service, the circumstances surrounding the termination decision, and past performance during the employment relationship.

4.0 Agency Property

Employees leaving the employment of The Right Door for Hope, Recovery and Wellness are responsible for returning any Agency Property in their possession prior to receiving a final paycheck.

References

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CARF Standards

Melissa McKinstry, Board Chairperson	Date		