

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		580.1
Subject Title			Reviewed
Termination Protocol	Adopted 03/01/96	Last Revised 6/30/2020	9/5/06; 5/19/10; 2/13/14; 2/02/15; 6/23/15; 8/25/15; 4/10/17; 9/3/19; 6/30/2020; 8/16/21; 8/31/22

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 persons served, i.e., method of notification to persons served 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, agency property 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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- 1.9 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.)

Kerry Possehn, Chief Executive Officer	Date		