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|  | Subject of Procedure: Voluntary Termination Procedure | |
| | Section of Manual: Human Resources | Procedure Number: 118 |
| | Originating Unit: Human Resources | Effective Date: 2/1/06 Rev 10/12/2021 |

Scope:

All employees

Definitions:

For this procedure, employees are defined as all exempt and non-exempt Regular Full-Time, Regular Part-Time, Minimum Part-Time, Temporary, Intermittent Hourly, and State Older Worker (SOW) personnel.

An employee voluntarily separates his or her employment when he or she resigns with or without notice for any reason.

An employee is considered to have voluntarily separated his or her employment due to job abandonment if he or she misses three or more consecutive scheduled workdays and fails to report the absence to their supervisor, a Services Coordinator, or the Human Resources Department.

Procedural Requirements:

I. Purpose

The purpose of this procedure is to assure that employees who voluntarily resign, quit, or abandon their jobs are identified and that their termination is properly documented and processed on a timely basis.

II. Voluntary Termination with Written Notice

Employees who wish to resign their positions are requested to notify their immediate supervisor in writing at least two weeks in advance. Employees leaving the Agency without notice may not be eligible for rehire. The supervisor is to submit a completed a "Separation Form" with the written notice attached. Documents are to be forwarded to the Human Resources Department for processing. The Human Resources Manager and President/CEO must review and sign the documentation and complete a "Personnel Action Form" for processing. The Human Resources Department is to complete an "Exit Interview" with the employee.

III. Voluntary Termination without Written Notice

If an employee resigns without written notice, the voluntary termination process proceeds as stated with the following exceptions:

Resignation by telephone

- A. If an employee resigns by telephone, the supervisor is to document the conversation on a Record of Counseling form. The employee signature line is to be noted "Resigned by phone". The supervisor is to sign and date the form and forward to Human Resources for processing.

IV. Job abandonment

If an employee abandons their job, the supervisor should complete a "Separation Form". The following statement is to be noted in the "Termination Memo" section, "No call no show for three consecutive workdays on mm/dd/yy, mm/dd/yy, and mm/dd/yy".

- A. For Caregiver employees that have not worked in 30 days, the termination process will be initiated by Home Care Department.
- B. When a caregiver has not worked in 30 days, on the 31st day the Home Care Support Services Manager will send a list of employees not working for 30 days and any supporting documentation to Human Resources. Human Resources will complete a "Separation Form" for processing.

IV. Ensuring Active Employee Database Integrity

Although it is each department's responsibility to ensure the integrity of their respective employee databases, the Human Resources Department must assure that terminated employee information is communicated accurately and on a timely basis.

- A. The Human Resources Department completes a "Daily Termination Log". Human Resources posts the "Employees Name", "Termination Date", and "Termination Type" for all terminations processed each day.
- B. Human Resources distributes the log via e-mail to a "Termination Distribution Group" at the end of each day that terminations are processed. The distribution group is to include the Home Care management and the Human Resources Department. Any other manager that initiated a termination processed during the day is to be copied.
- C. Human Resources terminates the separated employee in all appropriate databases.