


Category:	Employee Accountability	INCA Community Services Personnel Policy 
Sub Category:	Separation of Employment	
Effective Date:	1982	
Revised Date:	10/30/17	
Forms:		
Responsible: HR Director, Program Director		

Separation of Employment Policy

Policy

It is the policy of INCA Community Services, Inc. to ensure that employee terminations, including voluntary and involuntary terminations, and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to ongoing work functions. It is the right of each employee to voluntarily terminate their employment with this agency.

Procedures

All terminations are to be handled in a professional manner and thus should follow these basic guidelines for each incident.

- The following must be returned or submitted:
 - Timesheet;
 - Keys to any and all buildings and vehicles;
 - Badge;
 - Any other agency property;
- Review with the employee, their post-termination benefit status:
 - Full time/full benefit employees must go through the Human Resource Director for information on benefits after termination.
 - An employee who resigns or is discharged will be paid through the last day of work, plus any unused Annual Leave.
 - Sick Leave is a benefit and the employee will not be paid any unused sick leave.
 - Insurance terminates at the end of the month in which they are terminated.
 - Full time/full benefit employees are eligible for COBRA Insurances. See www.cobrainsurance.com for more information.
- A termination report is to be completed by the designated representative.

Voluntary Termination

Voluntary Termination occurs when an employee informs his/her supervisor of the employee's resignation.

- Unless extenuating circumstance exist, to resign in good standing, an employee should give the agency at least fourteen calendar days prior notice. The employee should provide a written or electronic resignation letter or notification to his or her direct supervisor.
- The agency is not required to honor the two week notification and can terminate employment at any given time during this period.
- Sick leave is a benefit and will not be paid for absences during the last pay period before

<p>employee leave employment voluntarily.</p> <ul style="list-style-type: none"> • Upon receipt of an employee's resignation, the direct supervisor will notify the human resource (HR) department by sending a copy of the resignation letter and the termination form. The direct supervisor will also notify the program director by email. • All pay entitlements will be handled using the Wage and Compensation Policy. <ul style="list-style-type: none"> ○ Annual Leave will be paid to the employee. ○ Sick Leave will NOT be paid to the employee. • If an employee voluntarily terminates their employment without the proper notification rehire will not be available and it will be noted in the personnel file. May be reviewed if termination status is over one (1) year old.
<p>Involuntary Terminations</p>
<p>Involuntary Terminations occurs when an employee leaves the agency and it is not voluntary. An involuntary termination of employment, including layoffs, is a management-initiated dismissal.</p> <ul style="list-style-type: none"> • The inability of an employee to perform the essential functions of his or her job with or without a reasonable accommodation. • An employee may also be discharged for any reason including but not limited to, misconduct, tardiness, absenteeism, unsatisfactory performance, violation of agency or program policy, or inability to perform the required duties with or without reasonable accommodations.
<p>Involuntary Terminations Leave Procedures</p>
<ul style="list-style-type: none"> • Before any action is taken to discharge an employee, justifiable reasons must be documented explaining why the termination is recommended. • The Program Director will review the termination request with the Executive Director and determine if the request has merit. • The Program Director and/or Human Resource Director will perform all involuntary terminations. • It is the agency's policy to respond to all unemployment requests unless justifiable reason not to that is approved by Executive Director.
<p>Absent Without Authorized Leave (AWOL) <i>(Also See Leave Without Pay Policy)</i></p>
<p>An employee is absent from work without proper authority will be subject to the following:</p> <ul style="list-style-type: none"> • The employee will be carried as AWOL and receive no pay for the period of absence. • An employee who is absent from duty for two consecutive working days without proper notification or proper authorization shall be deemed to have resigned his/her position effective the last moment on the job and will be terminated. • Termination action for AWOL may not be appealed by the employee.
<p>Death of an Employee</p>
<p>A termination due to the death of an employee will be made effective as the date of death.</p> <ul style="list-style-type: none"> • Upon receiving notification of the death of an employee, the employee's direct supervisor should immediately notify the Human Resource Director. • The Human Resource Director will process all appropriate beneficiary payments from the various benefit plans and termination reports.
<p>Partisan Public Candidacy <i>(Also See Political Activity Policy)</i></p>
<p>An employee planning to be a candidate for partisan public elective office must resign his/her position prior to announcement of his/her candidacy or commencement of substantial activities</p>

intended directly to promote said candidacy, whichever occurs first. The above procedures must be followed.

Documentation Required

Written or electronic resignation letter from the resigning employee and a termination report to be completed by the direct supervisor.

Definitions

Partisan - a committed member of a political party.

Resignation Letter - written or electronic notification letter to announce the intent to leave a position currently held, such as an office, employment or commission.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.