

Policy & Procedure

Policy Title: Separation of Employment

Policy Number: 603

Policy:

It is the policy of Arc Human Services to recognize that the employment relationship is at-will and may be terminated at any time for any reason. This termination may be initiated either by an employee or by Arc Human Services.

- Resignations: Employees who resign are expected to give two (2) weeks advance notice in writing to their immediate supervisor. Exempt employees are expected to give notice of thirty (30) days.
 - It is expected that employees will be available to work during the notice period. Employees who give the required advance notice and work throughout the notice period will be eligible to receive pay for unused accumulated vacation time as long as they have been employed for a year. An employee who resigns and doesn't give a full advance notice may be considered ineligible for rehire.
 - Any benefit time off (vacation, sick, personal, PTO) will not be paid for any absences occurring during the last ten work days of employment unless prior arrangements were made and the employee has given and worked the requested advance notice. Company paid holidays are not considered work days.
 - Any exceptions to this policy must be submitted in writing to justify the variance for business continuity or unique circumstances, and the Director of HR and next-level Executive Leadership must approve the exception.
- Abandonment of Job: Employees who miss work for two consecutive days without notifying their supervisor, or have three consecutive days of unexcused absences, are considered to have resigned their positions. This will be considered a voluntary resignation without notice unless an acceptable explanation is given and accepted by his/her supervisor. An employee leaving before the end of a shift without permission of their supervisor will have abandoned their job. Abandonment of job may result in forfeiture of benefits and ineligibility for rehire. Any exceptions to this policy must be submitted in writing to justify the variance for business continuity or unique circumstances, and the Director of HR and next-level Executive Leadership must approve the exception. Please also refer to Policy # 410 Attendance and Absence.
- Termination: Terminations should be handled by Human Resources, with the employee's manager and/or supervisor present. A Human Resources representative will provide benefit information to the departing employee.

Exit Process:

Departing employees are required to surrender all company property in their possession, i.e., access fobs, keys, policy statements and/or other work products, credit cards, computer equipment, and assigned office equipment, on or before the last day of work. The employee may be subject to a charge or payroll deduction for failure to return property or returning property not in good repair. Any deductions from final wages will be made in compliance with state laws and regulations, and as provided by company policy. The Exit Process includes the

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following:

- Company property return
- Contact information
- Verification of final pay and reimbursements
- COBRA information (continuing health insurance coverage)
- Release of Information for future employment references

An exit interview will be conducted, whenever possible, by the Human Resource Department for employees who terminate their employment.

Final Pay:

Employees who resign will receive their final pay on the pay date reflecting the time period of the last day worked. Employees who quit voluntarily and give less than the required notice will forfeit their accrued vacation days.

Employees who are terminated will receive their final pay on the pay date reflecting the time period of the last day worked. Note that if an employee gives notice of intent to voluntarily quit, but is released before that time (within the notice period); the release may be considered a termination under state laws regarding final paychecks. Employees who are terminated shall forfeit their accrued vacation days.

We reserve the right to issue a live check for the final pay.

Updated January 30, 2024