

I. POLICY:

Voluntary and involuntary terminations shall be reported immediately to the Human Resources Department. Reasons for terminations should be described and recorded carefully. The disciplinary procedure (Section VIII:20) should be used for involuntary termination situations and Human Resources must be involved.

II. PROCEDURE:

It is the responsibility of the supervisor/principal investigator to initiate termination procedures affecting employees reporting to him/her. Any termination, voluntary or involuntary must be coordinated with Human Resources.

A. Voluntary Terminations

1. Fourteen (14) days written advance notice is requested for non-exempt positions.
2. Thirty (30) days written notice is requested for patient care positions and exempt positions.
3. When a supervisor/principal investigator is notified by an employee of his/her intention to terminate, the supervisor/principal investigator should do the following:
 - a. Interview the employee regarding the termination. At this point, an initial determination should be made by the supervisor/principal investigator as to whether the employee can be retained or transferred.
 - b. Notify Human Resources immediately of the pending termination so necessary procedures for replacements, etc., can be initiated.
 - c. Send Human Resources the original resignation letter
 - d. The employee's supervisor submits an online Termination via the HR/Payroll/Time Reporting system.
 - e. The termination date should be the last day the employee actually worked except in the case of a termination following a suspension, which the termination date should be the first day after the suspension expires.
 - d. The supervisor/principal investigator is responsible for ensuring all company property such as keys, manuals, equipment, etc., is returned by the employee.
4. The employee will receive his/her final paycheck through the normal payroll cycle.
 - a. **Exempt** employees are paid current and will receive their final paycheck on the next scheduled pay date following their term date. Any accrued vacation and/or holiday balance will be paid out the following pay period as long as the employee has submitted all Employee Effort Certification forms (EEC).



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REVISION DATE:	August 1, 2018 (due to name change)

*example: Jan. 13 - Term Date
Jan. 15 - Pay from 1/01 - 1/13
Jan. 31 - Pay for any accrued vacation and/or holiday balance.*

b. **Non-exempt** employees are paid on a lag and will be paid as follows:

*example: Jan. 13 - Term Date
Jan. 15 - Pay for hours worked from 12/16 - 12/31
Jan. 31 - Pay for hours worked from 1/01 - 1/13, plus any accrued vacation and/or holiday balance.*

Vacation/holiday balance will be paid out as long as all Employee Effort Certification forms (EEC) have been submitted.

c. The Payroll Department will mail the check to the requested address.

5. Any employee who is absent from work for three (3) consecutive scheduled work days without authorization will be deemed to have voluntarily resigned. (Reference Policy VIII:02 on Absence/Tardiness.)

B. Involuntary Terminations

Definitions:

- a. Involuntary, discharge - the termination of an employee for reasons such as but not limited to: failure or inability to perform assigned duties, insubordination, excessive tardiness or absenteeism, or other similar type reasons.
- b. Reduction in force - the termination of an employee because of decreased work load, company reorganization, or other reasons which would indicate that the employee's services are no longer required or needed.

1. Discharge for cause:

- a. Before an employee can be involuntarily terminated, the Sr. HR Generalist or Director, Human Resources must be consulted. Information including, but not limited to, the involuntary termination justification and documentation of the unacceptable performance/behavior, will be reviewed and considered before final disciplinary action is taken.
- b. If a decision is made to discharge an employee as of a certain future date, the involuntary termination should be handled in the same manner as a voluntary termination; except that due to certain legal requirements, the discharged employee may request to receive his/her final check within 24 hours of the employee's last day worked.
- c. In cases of misconduct, insubordination, or other activity which appears to the supervisor/principal investigator to warrant immediate action (such as threatened injury to patients, fellow employees, company property, or violation of security, etc.), the supervisor/ principal investigator should inform

the employee he/she is suspended without pay and see that he/she leaves the Company premises immediately.

- d. The supervisor/principal investigator will then notify Human Resources, and these parties will fully investigate the case. Within five (5) working days, a decision should be made to either discharge the employee or return him/her to work.
 - i. If the employee is returned to work, he/she may be disciplined which could include loss of pay during suspension, or continuation of suspension for a longer period of time without pay.
 - ii. If the employee is discharged, he/she will be called to be informed of the discharge by his/her supervisor/principal investigator and arrangements made for his/her final check and for disposition of company property.
2. Effective August 1, 1987, Minnesota law (Statutes SS 181.933 Sub. d1) provides that when an employee is involuntary terminated he/she may request, in writing, to be informed as to the cause of the termination within five (5) working days after the termination. These requests should be directed to Human Resources. Responses to these requests will be made by Human Resources.

C. Compensation/Benefits Upon Termination

1. An employee will be paid out the following, provided the total number of days does not exceed forty (40).
 - Accrued vacation
 - Any unused banked holiday(s)
 - Unused floating holiday if the employee has more than six (6) months of service.
2. Accrued sick leave will not be paid upon termination.

D. Parking

1. Employees with parking contracts via the HCMC Parking Office, are required to give a minimum of a 30 day notice to the HCMC Parking Office in order to receive their deposit back.
2. Employees are charged for a full month of parking even if leaving mid-month. There are no partial month rates.

E. Exit Interview

The exit interview is conducted by Human Resources, which includes:

1. Reviewing employee exit questionnaire.



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2. Providing information on continuation of insurance benefits (if applicable).
3. Providing information on 401(a) and 403B-7 plans (if applicable).
4. Final pay instructions.

The purpose of an exit interview is to discuss with the employee the reasons for leaving HHRI. It is an important function of management and is a tool for recording employee's attitudes toward the job, associates and HHRI. Comments may be helpful in avoiding future voluntary or involuntary terminations.

The information gathered may be discussed with the supervisor/principal investigator and included in turnover studies, unless the employee requests it be kept confidential.