

EMPLOYEE TERMINATION PROCEDURE

To the extent possible, Human Resources will interview all employees who are leaving the employ of the School (resignation, leave of absence, layoff, and dismissal). The purpose of the exit interview:

- ≡ Ascertain the reason(s) for termination in order to improve management practices and policies, reduce unsatisfactory turnover, and to obtain appropriate information for potential unemployment claims.
- ≡ Inform the employee of terms and conditions of employment affected by the separation.
- ≡ Foster good public relations by correcting misinformation and modifying negative attitudes.

PROCEDURE:

Voluntary

1. Voluntary separation from employment is initiated by the employee's submission of a letter of resignation to the employee's supervisor.
2. Human Resources will not consider an employee for voluntary separation unless a letter of resignation is submitted and signed by the employee.
3. The School Leader will submit the letter of resignation to Human Resources for personnel file.

Involuntary

1. Involuntary separation from employment may be initiated at any time by the employee's supervisor. In the case of all school staff, the School Leader may begin termination procedures.
2. The supervisor will notify Human Resources of the intent to termination the employee. At this point, human resources will verify that the termination will not qualify as wrongful dismissal.
3. Human Resources will provide or review a termination letter for the employee.

Next steps

4. Upon receiving notice of a termination, the School Leader will notify the board that there is an opening at the school.
5. The School Leader will be responsible for completing a Personnel Action Form and forward the form along with the letter of resignation to Human Resources. Reasons for an involuntary separation will be stated on the Personnel Action Form.

6. An exit interview and close-out meeting will be scheduled by Human Resources with the terminated employee.

7. The School Leader will request that the employee contact Human Resources to arrange for an exit interview.

8. The School Leader will insure that all The School property, in the possession of the employee, is returned including but not limited to the following:
 - a. Student Roll Book
 - b. Student Grade Book
 - c. Student Work in the Possession of the Employee
 - d. School Keys
 - e. Computer
 - f. Lesson Plan Binder
 - g. School Issued Radio or Telephone
 - h. Etc...

9. The following items will be reviewed with the employee during the exit interview:
 - a. Final pay calculation
 - b. Benefits termination and COBRA/state continuation insurance rights, if applicable
 - c. Unemployment Insurance Provisions
 - d. Status of other payroll deductions, if applicable
 - e. Exit Interview Form
 - f. Address to which correspondence is to be sent (e.g. w-2 form)

10. Human Resources will send copy of the exit interview form to the School Leader as appropriate.

11. Terminate benefits:

Terminate in Payroll **Date:** _____ **By:** _____
 Terminate Employee Benefits

- Medical** **Date:**_____ **By:**_____
- Dental** **Date:**_____ **By:**_____
- Vision** **Date:**_____ **By:**_____
- Disability** **Date:**_____ **By:**_____
- Retirement** **Date:**_____ **By:**_____
- Sign release for benefit term** **Date:**_____ **By:**_____
- Personnel file to term cabinet** **Date:**_____ **By:**_____