

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Recruitment, Selection and Termination
Section 210 – Employment Termination

1. General Information

- a. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:
 - 1) voluntary employment termination initiated by an employee;
 - 2) involuntary employment termination initiated by the organization;
 - 3) lay-off (no work available, position eliminated, unavailability of funds);
 - 4) discharge for misconduct or performance issues.

2. Policies

- a. The Partnership for Children of Cumberland County, Inc. (PFC) reserves the right to waive the two-week notice period, at the President's discretion, for any involuntary terminations (layoffs, discharges).
- b. During the last two-weeks of the notice period, an employee may not use any leave with the exception of sick leave. Any exceptions must be requested in writing and approved by the President.
- c. If an employee has any absences due to medical appointments, the employee will be required to provide a doctor's note to use sick leave.
- d. Employees who do not provide and work a two-week notice, with the exception of sick leave, will forfeit any earned but untaken leave (vacation) time.
- e. Since employment with PFC is based on mutual consent, both the employee and PFC have the right to terminate employment at will, with or without cause, at any time.
- f. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.
- g. The separation date for all employees is the last day of actual work or approved leave.
- h. Final pay received by an employee will not be construed to extend his or her employment with PFC beyond the separation date.
- i. Failure to return PFC equipment, keys, uniforms, materials, or other items will result in delay in payment of final pay until all property is returned. If these items are damaged or missing, their value may be deducted from the employee's final check. PFC may also take all action deemed appropriate to recover or protect its property.
- j. Employees will be advised of their rights under the Consolidated Omnibus Budget

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Recruitment, Selection and Termination
Section 210 – Employment Termination

Reconciliation Act of 1986 (COBRA). This act entitles employees and their eligible dependents to continue their coverage under PFC's health insurance plan - at their own expense but at group rates - for 18 months (or longer under certain circumstances) after termination of employment. See Section 108 on the Health Insurance Portability and Accountability Act (HIPAA) and Section 425 on the Consolidated Omnibus Budget Reconciliation Act COBRA for more information.

- k. Employees who miss work for 3 consecutive days without notifying their supervisor or have three consecutive days of unexcused absences are considered to have resigned their jobs.

3. Guidelines

- a. Employees who voluntarily resign from their positions at PFC, leaving in good standing, are asked to give at least two weeks' notice in writing of their intent to resign.