



HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

POLICY TITLE: TERMINATION OF EMPLOYMENT

POLICY NUMBER: 00016

REVIEWED & REVISED: 05/01/2012

POLICY:

There are two ways to terminate employment: voluntary and involuntary. Voluntary terminations include resignations, retirement, failure to return from leave, and failure to report to work for three consecutive days without notifying the Hektoen. Involuntary terminations include layoffs and disciplinary action.

EMPLOYEES AFFECTED: All HEKTOEN Staff

PURPOSE:

All terminations will be made without regard to race, color, creed, religion, ancestry, national origin, age, handicap, veteran status, sex, marital status, sexual orientation, affection or sexual preference, except where sex is a bona fide occupational qualification, or political or union affiliation.

PROCEDURES:

If an employee chooses to resign from Hektoen, it would e fitting to provide as much advance notice as possible. An employee should set up an exit interview with the Human Resources Manager on or before their last day of work. Eligible employees will be offered COBRA insurance. Employees may choose the continuation or waiver of comprehensive medical and dental coverage under COBRA. Specific information will be provided at the exit interview.

Exit Interview

Human Resources representative is responsible for scheduling an exit interview with a terminated employee on the employee's last day of employment and for arranging the return of Hektoen property including:

- Picture Identification Card
- Pager or Cell phone
- Swipe Card
- Any additional Hektoen owned or issued property

Final Paycheck: Employees leaving Hektoen must return office keys, pagers, cell phone, etc., before their final paycheck can be issued. This final check will be deposited in an employee's bank account during the next normal pay period. If there are unpaid obligations to Hektoen, the final paycheck will reflect the appropriate deductions.

Approved by: _____

Date: _____

Job Title: _____

ADMINISTRATOR