



Series: 1200 Human Resources

Policy Name: Employee Separations

Policy Number: 1236

Origination Date: 11/01/2013

Revision Date: July 1, 2018

Regulation: N/A

Policy: A manager or supervisor is responsible for immediately reporting the Resignation, leave or termination of an employee to Communities Connected for Kids Human Resources Director.

Procedure:

1. Involuntary terminations require approval of the Chief Executive Officer and Human Resources Director.
2. Managers are responsible for immediately notifying Human Resources of all voluntary so that an Exit Interview can be conducted; system access can be deactivated; and a needs assessment can be conducted to determine if the departing employee's position should be filled.
3. All recommendations for severance agreements shall be reviewed by the Human Resources Director.
4. Unless otherwise required by state regulations, Communities Connected for Kids will process an employee's termination and final pay within the payroll cycle, but no later than the next bi-weekly payroll cycle following the termination.
5. Each eligible employee will be provided with benefit information, as required by federal or state regulations.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018