



## **Employment Termination Procedures**

### **Voluntary Resignations**

A written resignation is required from each employee who voluntarily resigns. An exit interview should be scheduled on or near the last day of employment. The exit interview form should be completed by the interviewer allowing the departing employee to provide feedback related to their experience with their direct supervisor, benefits provided or other information as appropriate.

### **Extension of Benefits/ Termination Notice**

Each full-time employee must be given extension of benefits information on the last day of employment. There is a 30 day window of opportunity for employees to elect certain benefits after which time the employee's application will be rejected by Hartford Life Insurance. A sample extension of benefits letter is included in the Full-time Termination Packet. All full-time employees should receive this letter and the three attachments which are listed in the letter. In addition, employees who also have supplemental life insurance (paid for thru payroll deduction) should receive an Application for Portability of Group Life Insurance in order to continue this coverage.

The termination checklist should be completed with all of the required documentation. Please forward all required documents to Human Resources. If the employee is transferring to another location within the Archdiocese this information should be noted.

### **Involuntary Terminations**

The procedures below should be followed for all terminations except for voluntary resignations. Involuntary terminations include all terminations for cause, position eliminations, non-renewals of contracted (school) employees or cases where resignation is requested.

The policy of the Archdiocese of Atlanta requires that every termination be reviewed and approved by the Director of Human Resources. As required by Catholic Mutual Insurance Company for employment practices liability coverage, the Director of HR will present each termination to legal counsel for approval.

It is important that managers communicate to employees areas of deficiency. Memos to the personnel file should memorialize discussions regarding unsatisfactory work performance. In some instances a final written warning is appropriate which should be signed by the employee and placed in the personnel file. Sample warnings are available and can be provided by the HR Department. It is suggested that all disciplinary meetings include the manager or supervisor and one other individual in addition to the employee.

All pay and benefits will typically cease on the day of termination. Advance notice of termination is not required. Position eliminations are an exception to this general rule and require, according to policy, severance pay based on years of service including continuation of health benefits during the severance period for full-time employees only. See the Extension of Benefits and Termination Notice procedures above for additional required procedures.