

TERMINATION AND RESIGNATION**SECTION 7.03****Effective Date: October 15, 2015****Approved By: Governing Board** 

It is the policy of the Governing Board that in the case of a dismissal for cause or resignation of a regular employee, the Executive Director may grant two (2) weeks' pay in lieu of the employee honoring their notice.

All exempt employees will be expected to give at least one (1) month's written notice of resignation and all other employees at least two (2) weeks' written notice.

All employees of CAC are "at-will" employees.

PROCEDURE:

It is the policy of the Community Action Committee to terminate individuals who resign, are discharged, retire, whose contract of employment expires, or as a result of a permanent reduction in force. Employees may resign at any time and for any reason or for no reason. Community Action may terminate employment at any time and for any lawful reason or for no reason.

Notice of Resignation

All overtime nonexempt employees eligible for benefits must give two (2) weeks' written notice of their intent to resign, except senior management personnel who are asked to give four (4) weeks' notice of their intent to resign. Community Action may, at its sole discretion, waive the notice period.

When proper notice is given, and the employee reports to work during the entire notice period, the employee is eligible to receive payment of all accrued annual leave in his/her final paycheck. When sufficient notice is not given, or the employee fails to report to work during the entire notice period, Community Action reserves the right to not reimburse the employee for unused accrued annual leave for the amount of notice not given or days not worked during the notice period.

Termination

Employment with Community Action may be terminated without cause, with or without notice, at the option of either the employee or Community Action. Once an employee has been informed that s/he is being terminated, s/he is relieved (suspended) of his/her duties and shall not report to work.

Abandonment

Employees who are absent from work for three (3) consecutive days without giving proper notice or without being excused will be considered to have separated from employment.

Severance Pay

In general, the Community Action does not provide severance pay. However, from time-to-time and at its sole discretion, Community Action may provide severance pay to employees.

Exit Interviews

Upon notification of an employee's effective separation date, all employees will be asked to participate in an Exit Interview regardless of the reason for separation. Exit Interviews are conducted so that the Human Resources Director may give the separating employee information about continuing health insurance and other benefits as well as to allow the employee an opportunity to turn in to Community Action property in his/her possession. An employee's final check will not be issued until s/he has turned all of Community Action's property, including keys that may be in his/her possession. Upon completion, employees will be asked to sign a form stating they have completed the interview. Any and all records pertaining to an employee's separation from employment, including this form, shall become part of that employee's personnel file.

This procedure shall be periodically reviewed and updated consistent with the requirements and standards established by the Board of Directors and by Community Action management, Federal and State law and regulations, and applicable accrediting and review organizations.