

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA162

NAME: SEPARATION FROM EMPLOYMENT

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|------------------------|------------|------------------------------|
| INITIAL APPROVAL DATE: | 12/02/2020 | BY: Administrative Committee |
| (LAST) REVISION DATE: | 12/10/2024 | BY: HR Manager |
| (LAST) REVIEW DATE: | 12/12/2024 | BY: Policy Committee |
| DISCONTINUED DATE: | N/A | REPLACE BY: N/A |

I. PURPOSE

To outline the process and requirements for separation from employment.

II. APPLICATION

Populations: **NA**
Programs: **Direct - ALL**
Contracted - ALL

III. STANDARDS

A. Confidentiality

Sanilac County Community Mental Health Authority (Sanilac CMH) complies with HIPAA and other regulatory requirements to protect the security of electronic health information, as well as to fulfill our duty to protect the confidentiality and integrity of confidential information as required by law, professional ethics, and accreditation requirements.

B. Voluntary Resignation with Notice

Staff that voluntarily resign from the Agency are required to give a 30-day notice unless they have an otherwise noted contractual obligation for separation from employment.

If appropriate notice is not given, employees are not considered in good standing when leaving the Agency. This will be considered when reviewing the ability to rehire in the future and will affect the ability to receive payment for paid time off accruals.

C. Return of Agency Property

When an employee/contractor leaves the agency (voluntarily or involuntarily), they are responsible for returning all Agency property that was issued to them. Agency property includes but is not limited to cell phones, keys to their office/building/desk/filing cabinets, portable computers, and files. Items should be turned in to the Human Resources Department or Supervisor. If these items are unreasonably withheld, their last paycheck may be held until received.

D. Working up to Separation

Employees are expected to report to work during their separation period unless absences are approved by Supervision. Days off that were previously approved may be overturned due to the Agency preparing for their exit. It is required that employees work on site their last day before separation. When a staff is on the calendar for on-call they must provide coverage as usual through their last day unless other arrangements are made by the staff prior to exiting.

E. Rescinding Resignation

Should an employee wish to rescind their resignation request once it has been submitted, said staff will have 3 business days to provide, in writing, the rescinding letter to the Human Resources Department. If the letter has not been received during this timeline, and the staff would still like to rescind, they will be required to re-interview for their position unless an internal candidate has taken the position through the Union posting process. In those situations, the employee may apply for the open position.

F. Employee Benefits

Employee benefits will terminate the day following their last day of employment. Exiting employees will be responsible for paying their portion of their insurance plans through the end of the last month worked. Failure to do so may result in termination of the plan the month prior to leaving. Any unpaid benefits that are the employee's liability will be deducted from the last check or billed to the staff when necessary. Likewise, credits received from the insurance vendors will be sent to the previous staff's address on file if overpayment occurs for any benefits after the employee exits. COBRA information will be issued in accordance with state and federal regulations. Payroll will determine PTO accrual balances upon termination and accruals will be paid out according to the Union contract, when exiting in good standing. If accruals are in the negative, this will be deducted/adjusted from other paid time off banks that are payable per the contract or deducted from the last check. Payroll will send the last 3 paystubs to the staff once the payouts for accruals and last paycheck are finalized. If an employee leaves employment with a debt to the Agency, *this can include Agency property*, this value will be deducted from any remaining funds (paycheck, mileage, accrual payouts etc.) owed by the Agency to the departing staff.

G. Exit Interview

Employees/contractors that leave Sanilac CMH voluntarily will complete an exit interview. The interview will consist of several questions that are asked by a member of the HR department about the Agency, benefits, and administration. This information will be compiled and presented to the CEO. The Supervisor and Officer will also receive a copy of the exit interview after the employee's last day to prevent any repercussions from what may have been said in the interview. In the exit interview, HR will discuss information with the employee on their benefits - including how to terminate and/or continue selected benefits and when Agency property will be returned. All exit interviews should be completed before the employee's last day of employment. The employee will receive a copy of the exit interview at the end of the meeting.

H. Removal from Systems

Preferably in advance, but within 24 hours of the employee/contractor's last day of work, the Human Resources staff will provide to Data Management, Payroll and Information Systems staff documentation containing employee name and termination date.

Within two (2) days of termination, the respective staff will go to each appropriate site and delete the departing employee's user, including the login name and password at the server level. All appropriate files will be transferred to the employee(s) who is assuming responsibility for the terminated employee's job duties. The staff will go into each appropriate software and revoke all rights to that software.

If the employee is relieved of their job responsibilities, the Human Resources Department will coordinate with the Information Systems staff on the immediate lockout of the employee from the computer and communication systems equipment and review their cellphone when needed.

For all other situations, within one (1) week of the employee/contractor's termination date; the Information Systems staff will reset the workstation for a new user or set up to a generic user until the position is filled. All references to the former employee's username and password will be removed from the registry of that workstation.

I. Notification of Separation/Procedure After Exit

After three (3) days of receipt of a resignation, designated personnel will be sent notification from the Human Resources Department informing them of a staff's intent to exit. This is to allow for preparation for their exit in their systems.

After a staff member exits the Agency, a template email will be sent to all staff informing them of their departure. This is to ensure staff recognize them as visitors on-going and follow the visitor policy.

Previous employees who have questions or concerns after exiting should be directed to the Human Resources Manager/designee for assistance.

IV. ATTACHMENTS

V. REFERENCES