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Policy: Separation of Employment Policy

Original Effective Date: 01/18/2012

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Separation of employment with Local Hospital can occur for several different reasons. Employment may end as a result of resignation, retirement, release (end of season or assignment), reduction in workforce or termination.

Types of Separation

***Resignation***

Resignation is a voluntary act initiated by the employee to end employment with Local Hospital. The employee must provide, in writing, a minimum of two (2) weeks notice prior to resignation (excluding PTO days).

Due to the importance of scheduling in advance and for the responsibilities of people in key positions, the following are required to give four (4) weeks notice in writing (excluding PTO days):

Administrative Council

Department Directors

Supervisors

Assistant Directors

Coordinators

Any Salaried Employees

Licensed Personnel (Physicians, RN's, LPN's, Pharmacists, Lab, Radiology and Respiratory Techs, etc.)

If an employee does not provide advance notice or fails to actually work the remaining two/four weeks, the employee will be ineligible for rehire.

***Retirement***

Employees who wish to retire are required to notify their Department Director and the Human Resource Department in writing at least one (1) month before planned retirement date.

If a retiring employee is at least 55 years of age and has 10 years of service with Community Hospital, they will be honored for their service to Local Hospital through:

1. A retirement reception, at the option of the employee, will be held, at the hospital expense, with the public invited, as well as special invitations listed by the retiring person. The hospital staff will make all the arrangements.

2. The retiree will receive a gift from the hospital of value equal to $10 for each year of service.

3. A member of Administration will have a personal visit with the retiring person on or near the last day of work.

***Job Abandonment***

Employees who fail to report to work or contact their supervisor for two (2) consecutive workdays shall be considered to have abandoned the job without notice effective at the end of their normal shift on the second day. The supervisor shall notify the Human Resource Department at the expiration of the second workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.

***Termination***

Employees of Local Hospital are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

***Reduction in Workforce***

An employee may be laid off because of changes in duties, organizational changes, lack of funds or lack of work.

***Release***

Release is the end of temporary or seasonal employment.

Out-Processing

***Return of Property***

All hospital items (identification cards, keys, cellular phones, pagers, credit cards, etc.) must be returned on the final day of work. Arrangement for settlement of all accounts receivable, advancements on the employee computer purchase program, uniform advancements, scholarships, etc., should be made with Human Resources at this time.

***Exit Interview***

The separating employee shall contact the Director of Human Resources as soon as notice is given to schedule an exit interview. The interview will be on the employee’s last day of work or other day, as mutually agreed upon.

Termination of Benefits

***Paid Time Off:*** Accrued paid time off will be paid in the last paycheck.

***Health Insurance***: Health insurance terminates the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided.

Rehire

Former employees who left Local Hospital in good standing and were classified as eligible for rehire may be considered for reemployment. Supervisors must obtain approval from the Director of Human Resources prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, PTO accruals or any other benefits.

Bar From Employment

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.