

Procedure Title:**TIMEKEEPING/PAYROLL****PROCEDURE NUMBER: 4-0-5****Policy Title:**

Employment Termination

Effective Date:

2/1/2003

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1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:
 - Resignation – voluntary employment termination initiated by an employee.
 - Discharge – involuntary employment termination initiated by the organization.
 - Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons.
 - Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.
 - Job Abandonment – voluntary employment termination initiated by an employee with no prior notice or warning. Job abandonment most commonly exists when an employee resigns and leaves their worksite during the course of their duty shift.
2. Keystone will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Keystone, or return of Keystone-owned property. Suggestions, complaints, and questions can also be voiced.
3. Since employment with Keystone is based on mutual consent, both the employee and Keystone have the right to terminate employment at will, with or without cause, at any time.

4. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid if an employee leaves on good terms and in accordance with state and federal laws. Some benefits may be continued at the employees expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

NOTES: