

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 11/89	SECTION: Human Resources	
BOARD APPROVED ON: 11/89	DATE REVISED: 02/21/19, 02/21/2020, 10/1/2023	SUBJECT: Resignation/Termination	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/21/19, 02/25/2020, 2/25/2022, 10/1/2023		POLICY# ED-031	PAGE #: Page 1 of 5

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to ensure continuity of services. The services are vital to the success of the organization operations, all employees are requested to give a two (2) week written notice, or in the case of management personnel, a 30-day written notice in the case of voluntary resignation. The resigning employee will be paid for accrued vacation and sick time.

III. DEFINITIONS

Voluntary Resignation: A letter written by an employee to announce his or her intent to leave a position or office of employment currently held.

Termination: Action taken by the executive director or board officer which permanently removes an employee from payroll.

IV. NOTIFICATION/PROCEDURE

TERMINATION PROCEDURES BY EMPLOYER

WHO

Program Supervisor

DOES WHAT

1. Makes written recommendation to appropriate division director. Includes written documentation supporting the recommendation which includes all prior corrective actions on the organization approved format.

Division Director

2. Reviews program supervisor's recommendation and consults with the human resource manager/designee

3. Forwards recommendation to executive director.

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III. NOTIFICATION/PROCEDURE (continued)

WHO	DOES WHAT
Executive Director	4. Reviews recommendation of division director/human resource manager 5. Acts upon recommendation and provides notification to program supervisor/division director/human resource manager
Program Supervisor	6. Coordinates a date, time and location of meeting with employee/executive director/division director.
Program Supervisor/Division Director/Executive Director/Designee	7. Provides written notice of approved termination to the employee.
Program Supervisor	8. Provides accounts clerk with final time sheet by the end of the current pay period.
Human Resource Manager /Designee	9. Within 48 business hours completes payroll status change in payroll system and saves supporting documentation to personnel file.
Accounts Clerk	10. Makes arrangement for final paycheck to be distributed at next scheduled payroll.

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III. NOTIFICATION/PROCEDURE (continued)

RESIGNATION PROCEDURES BY EMPLOYEE

WHO	DOES WHAT
Employee	1. Provides written notice to program supervisor of resignation.
Program Supervisor	2. Submits written resignation notice to the human resource manager immediately and at least within 48 hours of receipt. If the employee provides only a verbal notice of termination the program supervisor must provide the information to the human resource manager in writing immediately and at least within 48 hours of receiving the verbal notice from the employee.
Human Resource Manager /Designee	3. Submits final time sheet electronically to accounts clerk within current payroll period.
	4. If written resignation from employee is not received, sends out acceptance of verbal resignation letter to employee within 2 business days.
	5. Within 48 business hours completes payroll status change in payroll system and saves supporting documentation (i.e., written resignation) to personnel file.
	6. Conducts an exit interview within 7 business days.
Accounts Clerk	7. Makes arrangement for final paycheck, including compensation for accrued

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vacation and sick time. In the case of voluntary termination, the final paycheck is distributed to the employee on the next regular pay day.

NO CALL NO SHOW PROCEDURES

WHO

DOES WHAT

Program Supervisor

1. Notifies human resource manager immediately and at least within 24 hours and attempts to contact the employee to schedule a performance review meeting within 24 hours of no call no show. If the no call no show occurs over the weekend the program supervisor will notify the human resource manager on Monday of the following week.

Human Resource Manager /Designee

2. If supervisor attempt is unsuccessful, sends correspondence regarding the no call no show and unable to contact within 2 business days. The correspondence gives the employee five (5) working days to contact their supervisor to address the performance issue.
3. If the employee does not contact their supervisor by the deadline specified in the correspondence, it will be considered a voluntary resignation.
4. If employee resigns, updates payroll system and saves supporting documentation to the personnel file within 48 business hours.

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Accounts Clerk

5. Conducts an exit interview within 5 business days.
6. Makes arrangement for final paycheck, including compensation for accrued vacation and sick time when appropriate.