

Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	Separation from Service	Policy No. 9016.00
Category:	Employment Policy Manual	Date Adopted: 04/09/2021 Date Revised:
Reference:		

Purpose:

- 1.1. The purpose of this policy is to outline the responsibilities of employees and Great Rivers BH-ASO when an employee separates from Great Rivers BH-ASO service. The employment relationship may be terminated by several means including resignation, retirement, death, layoff, dismissal, or job abandonment. This policy addresses issues in connection with voluntary resignation and layoffs.

Resignation:

- 2.1. Any employee desiring to leave Great Rivers BH-ASO service in good standing shall present a letter of resignation to their direct supervisor or manager at least ten (10) business days prior to the actual termination or the last day of work, whichever is the soonest. The notice must include the reason for the resignation and the last work date. Management and supervisory staff of Great Rivers BH-ASO are encouraged to provide 3 to 4 weeks additional advance notice to allow adequate time to complete active projects and assist in the transfer of job responsibilities.
- 2.2. Failure to comply with the two (2) week notification shall be considered not resigning in good-standing and may jeopardize the employee's eligibility for reemployment or other favorable treatment following separation.
 - 2.2.1. Employees who separate from Great Rivers BH-ASO service will be paid for certain forms of accrued leave (see Benefits policy). Unless the Chief Executive Director (CED) authorizes such an arrangement, employees may not extend the termination date beyond the last day of work by using accrued leave.
 - 2.2.2. Unless an employee meets all the retirement criteria of their retirement plan, they will not be considered retired, but will be considered as a voluntary resignation regardless of their stated reason for separation.

Termination:

- 3.1. Great Rivers BH-ASO may terminate employment at any time and without advance notice. In such cases, separation of employment will be effective immediately or as stated in the notice. Nothing in this policy alters the at-will nature of the employment relationship, and Great River BH-ASO reserves the right to terminate employees with or without cause.
- 3.2. Great Rivers BH-ASO may deem it in the best interest of the organization to terminate the employment relationship at the time the employee provides their written notice. In such cases, Great Rivers BH-ASO reserves the right to accept the voluntary resignation at the time it is given and compensate the employee for the advance notice period (up to 10-busienss days).

Retirement:

- 4.1. Great Rivers BH-ASO is a member of the Federal Social Security System and the Washington Public Employee Retirement System. When an employee reaches the appropriate retirement age for their retirement system, has accumulated enough years in the appropriate retirement system, and meets the other Retirement Plan eligibility requirements, they may retire from Great Rivers BH-ASO service. Employees contemplating retirement or who have questions about their retirement system should contact the Department of Retirement Systems in advance of the last day of

employment to plan accordingly. Human Resources should also be contacted regarding other retirement related benefits, such as Health Insurance options. Advance notification expectations for resignations will also apply to retirement separations of employment.

Abandonment of Position:

- 5.1. An employee who is absent from their position for three (3) consecutive workdays without notice or any form of communication to their supervisor, Human Resources, management representative, or designee shall be considered to have abandoned their position. Great Rivers BH-ASO will take under consideration any unique circumstances where the failure to notify was clearly beyond the employee's control; each case will be assessed and determined on a case-by-case basis dependent on the circumstances of the case. A notice of presumption of abandonment will be sent by certified mail to the last address reflected in the employee's official personnel file within fourteen (14) calendar days after the three (3) consecutive workdays of absence.

Reduction in Workforce/Layoff:

- 6.1. A layoff is the termination of an employee based on the elimination of the employee's position or through displacement. Great Rivers BH-ASO may eliminate positions due to reorganization, elimination of services/function, budgetary decisions, lack-of-work, or other similar and appropriate reasons. Layoff is not considered to be a "for cause" separation.
- 6.2. The affected employee(s) will be given ten (10) working days advance notice before such layoff is to take place, except in cases of emergency. Great Rivers BH-ASO may opt to give the employee ten (10) workdays of pay in lieu of notice when Great Rivers BH-ASO deems it is in the best interest of the organization to end the employment relationship sooner. Temporary employees may be laid off without prior notice or benefits.

Future Employment Opportunities:

- 7.1. Great Rivers BH-ASO does not offer automatic recall rights or future re-employment guarantees. Employees who have ended employment in good-standing or have been laid off and who are interested in future re-employment opportunities with Great Rivers BH-ASO may go through the regular application process for announced positions as described in the job opportunities page of the Great Rivers BH-ASO website.

Exit Interview:

- 8.1. All employees terminating employment with Great Rivers BH-ASO whether by resignation, lay-off, termination/discharge, or retirement will be offered the opportunity to attend an exit interview meeting or complete an employee's exit interview questionnaire or provide a written statement prior to separation. A copy of the employee's separation statement, exit interview notes, or the exit interview questionnaire will be placed in the employee's personnel file and the CED will be notified of any concerns stated in the information received.
- 8.2. Employees resigning or retiring from employment are especially encouraged to participate in this process to gain knowledge of what was the incentive for their departure and their overall employment experiences at Great Rivers BH-ASO.

Notice of Staffing Changes:

- 9.1. The supervisor or management staff will notify Human Resources and the CED of the notice of termination. Upon receipt of written notice of resignation or as operationally needed, Great Rivers BH-ASO staff will receive notice of the staffing changes. The adequate level of confidentiality as to what led to this event will be maintained, and details will only be communicated on a need-to-know-basis. It is the employee's responsibility to assert and communicate to their supervisor and Human Resources any special requests with respect to their departure (for example: no departure party), yet special requests may not interfere with Great Rivers BH-ASO's normal operational needs.

Return of Equipment:

- 10.1 Staff members must return all equipment that they have been assigned for business use no later than their last date of work. If a staff member fails to return equipment, the cost of the equipment will be deducted from their final pay, provided such deductions do not reduce the employee's wage below the state minimum wage.

POLICY SIGNATURE

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Vickie L. Raines
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4/9/2021

Vickie Raines, Chair
Great Rivers BH-ASO Governing Board

Date