

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO. 3.9

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SUBJECT: TERMINATIONS

DEPARTMENTS AFFECTED: ALL APPROVED BY:

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PURPOSE:

To define the different reasons for the termination of an employee's employment relationship with Marklund and to list reasons that support the different types of terminations.

POLICY:

Termination is defined as the dissolution of the employment initiated by either the employee or the employer. When initiated by the employee, the termination is called a resignation, while those initiated by the employer are either a disciplinary discharge or a non-disciplinary relief of duties.

DEFINITIONS:

- Voluntary Termination – Resignation; when an employee resigns it is customary that those employees give appropriate notice in writing two to four weeks prior to the resignation date.
- Involuntary Termination
 - A. Non-disciplinary relief of duties – an employee can be relieved of duties due to a change in the nature of the job or a mismatch of the employee's ability to meet job requirements. When this occurs, the employer may determine that it is in the best interest of both parties to terminate the relationship. An employee who has been relieved of duties is eligible for re-employment considerations, should a position become available for which they are qualified.
 - B. Disciplinary discharge – An employee will be discharged when attempts at modifying the employee's unacceptable behavior have failed or when the consequences of the employee's behavior are so serious that no alternative is acceptable. Employees who are discharged for cause are normally not eligible for re-employment.

Reasons for discharge may include, but are not limited to:

- Client abuse or serious breach of client relations
- Use or possession of alcohol or controlled substances on Marklund grounds, or being under the influence of any of the above when reporting to work or while on the job.
- Divulging confidential information about clients, Marklund, or other employees to any unauthorized person.
- Serious insubordination.
- Theft or unauthorized removal of Marklund property, another employee's property, or client's property.
- Defacing Marklund or employee's property.

- Falsifying time worked or falsifying information for one's own personnel record.
- Verbal or physical fighting with, or assault upon a client, fellow employee, supervisor, consultant, or visitor.
- Refusal to cooperate in a Marklund investigation, including refusal to submit to an investigative or diagnostic test.
- Possession of a weapon in a Marklund Facility.
- Gross violation of a safety rule or client's care procedure.
- Sleeping on the job.
- Final Written Warning of Developmental Action
- Results of an investigation for which the employee was suspended initially and the outcome requires such action.
- Job abandonment.
- 2 consecutive No-Call/No-Show incidents.
- 1 No-Call/No-Show incident, within first 90 days of employment.
- Any absence(s) within a new employee's first 30 days may result immediate termination. Furthermore, any absence(s) within an employee's first 90 days of employment may result in the following action: first occurrence of an unexcused absence will result in a written warning. The second occurrence of an absence may result in immediate termination. Also, any infraction of any Marklund policies within an employee's first 90-day period may result in immediate termination.

Procedure for Processing Terminations:

When an employee's employment with Marklund terminates the department should follow the procedure outlined.

- C. On the last day the employee works, collect the employee's nametag and any other Marklund property that may have been assigned to them. Notation of the receipt of these items should be on the status form.
- D. Send the completed termination paperwork to the Human Resources Department as soon as the termination decision has been made.
- E. Please note, the last day worked is the employee's actual termination date.
- F. When the termination paperwork is received in the Human Resources Department, the employee may be asked to partake in a personal exit interview. If he/she is unavailable, then a phone or mail exit interview will be conducted. The specific information obtained during an exit interview will not be shared with other parties without the terminating employee's consent. However, patterns that emerge from exit interviews and general information may be given to the supervisor or designee to be used to improve client care and/or working conditions at Marklund.