BAPTIST HEALTH SCIENCES UNIVERSITY

Termination

Policy Information			
Policy# :	GEN.2083	Reviewed Date(s):	4/06; 9/07
Date Created:	September 1, 1999	Revised Date(s):	1/04; 5/13; 12/17; 5/22
Responsible University Administrator:	VP, Administrative Services	President Council Approved Date:	6/23/2022

1. Purpose

1.1. To provide organizational guidelines to employees separating from the University.

1.2. To provide a method of obtaining feedback from employees separating from the University in order to determine reasons for turnover, to communicate data as appropriate, to enhance employee satisfaction, and/or to promote a more stable workforce.

1.3. To assure that all organizational property issued is returned prior to the exiting employee's departure.

2. Policy

2.1. Provisions

2.1.1. Termination of employment, either by resignation or discharge, begins the termination process. This process is comprised of several components to include entry of termination in the Baptist One Team (BOT) system, exit interview, if appropriate, and the completion of other pertinent documentation as required in Section 2.3 Termination Clearance Process of this policy. The termination process provides guidance for the manager, the separating employee and the appropriate Baptist human resources representative so that final clearance can be completed.

2.2. Guidelines for Resignation

2.2.1. Employees are expected to provide their managers with a two (2) week resignation notice, which should be made either in writing or verbally.

2.2.2. Directors and above are expected to provide a four (4) week notice period. The University reserves the right to release any employee prior to the conclusion of his/her notification period under certain circumstances, upon appropriate review with Administrative Services.

2.2.3. A notification to resign employment is considered a working notice. Employees are expected to work all scheduled shifts during this notice period. Typically failure to provide appropriate notification of resignation and/or failure to work the entire notification period will result in ineligibility for rehire within the University or BMHCC.

2.2.4. However, there may be circumstances which preclude an employee from meeting the above criteria. In such situations, eligibility for rehire will be reviewed on a case-by-case basis with Corporate Human Resources.

2.2.5. Employees who do not work an entire pay period do not accrue PTO for that final pay period.

2.2.6. In addition, managers are accountable for timely completion and submission of a Request to Terminate Computer Access form to IT Site Support on the team member's last day of employment so that all systems are disabled immediately upon termination/separation of employment. Managers are also responsible for completing a Termination Clearance Form on the team member's last day of employment so that all property can be collected. The employee's file along with the required termination paperwork is submitted to Human Resources immediately upon termination. The team member's final paycheck will be direct deposited.

2.3. Exception:

2.3.1. Exceptions to policy must be documented and communicated in advance and approved by the President or Vice President and the appropriate Baptist Director of Human Resources or designee.

3. Definitions

3.1. None.

4. Procedure

4.1. Termination/Clearance Process

4.1.1. In order to provide a consistent mechanism for exiting the organization, employees must initiate the formal notice period by contacting their manager either in writing or verbally of their intent to resign; once the team member provides his/her notice, the notification period begins. Managers are expected and accountable for electronically entering all terminations into the Baptist One Team (BOT), human resources information system as soon as they are aware of the separation. The official termination date can be entered in advance of the actual separation to ensure that pay and benefits cease simultaneously with the team member's departure from the organization. Should the date change for whatever reason or should the termination be rescinded, the manager is responsible for changing the transaction in the system.

4.2.

5. Related Information

5.1. None.