

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Separation From Employment	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 7/18/23	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Coordinator	<b>CEO APPROVAL DATE:</b> 8/1/23 Megan Rooney, Interim CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

Employment may end due to resignation, retirement, or termination. NorthCare Network employees are “at will” employees.

### **PURPOSE**

This policy defines procedures for separation from NorthCare Network’s employment.

### **DEFINITIONS**

***Exempt Employee*** - Exempt employees are those who are “executive, administrative or professional” as defined under Federal Law.

***Nonexempt Employee*** - Nonexempt employees are those paid on an hourly basis and eligible for overtime under the Fair Labor Standards Act.

### **REFERENCES**

Retirement Policy  
Exit Interview Policy  
Fair Labor Standard Act  
Paid Time Off Policy

### **HISTORY**

NEW POLICY – 1/1/15  
REVISION DATE: 8/24/16, 5/3/18, 2/2/19, 12/1/19, 10/27/20, 7/28/22  
REVIEW DATE: 12/3/14, 10/19/15, 8/24/16, 5/3/18, 2/2/19, 12/1/19, 10/27/20, 8/26/21, 7/28/22, 7/18/23  
CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 5/4/18, 3/15/19, 1/7/20, 11/3/20, 9/7/21, 8/2/22, 8/1/23  
BOARD APPROVAL DATE: 12/10/14

## **PROCEDURES**

Employees in good standing who wish to resign or retire are required to give a written notice to their supervisor and HR Coordinator.

### **Types of Separation:**

#### **1. Resignation**

- Exempt employees are required to give at least a one month written notice to their supervisor and HR Coordinator.
- Non-Exempt employees are required to give at least a two week written notice to their supervisor and HR Coordinator.
- If an employee does not provide the appropriate notice or fails to work the remaining days, the employee may not be eligible to receive accrued benefits.

#### **2. Retirement**

- Employees who wish to retire are required to notify their supervisor and HR Coordinator in writing per the Retirement policy.

#### **3. Termination**

- It is the discretion of the CEO whether to give the employee notice of their termination or make it effective immediately.
- The HR Coordinator will meet with the employee to discuss benefits and ensure all NorthCare property has been returned.
- The CIO will meet with the employee to ensure all NorthCare IT equipment has been returned and review list of computer access.

### **Separation Leave Pay**

If proper notice of resignation or retirement was given, separation from service entitles the employee to payment of the available balance of PTO, per the Paid Time Off policy and any other applicable paid leave. If separation is due to a reason other than retirement, the employee may also request a refund of the retirement system contribution, if applicable.

### **Severance Package**

CEO has significant latitude in the negotiation of an employee severance package when the package addresses personnel, legal, organizational or the overall fiscal health of the organization. Packages are not routinely offered.

### **Exit Interview**

The HR Coordinator will schedule an exit interview per the Exit Interview Policy.