

NORTHCARE NETWORK

POLICY TITLE: Separation From Employment	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 12/4/24	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Specialist	CEO APPROVAL DATE: 12/10/24 Megan Rooney, 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, 5/8/24, 12/4/24

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, 5/8/24, 12/4/24

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, 6/11/24, 12/10/24

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 Specialist.

Types of Separation:

1. Resignation

- Exempt employees are required to give at least a one month written notice to their supervisor and HR Specialist.
- Non-Exempt employees are required to give at least a two week written notice to their supervisor and HR Specialist.
- 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 Specialist 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 Specialist 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 Process

The HR Specialist will schedule a meeting with the employee and Chief Information Officer for the last day of employment to return all equipment/property and review the Exit Termination Checklist.

Exit Interview

An employee who is voluntarily separating employment from NorthCare Network will be offered an opportunity to participate in an exit interview with the HR Specialist per the Exit Interview Policy.