

Policy Title: Staff Employment Termination

Policy Owner: Director of PTT Policy Originated by: PTT	Date Written:
Applicable Programs: All	Date Reviewed and Approved by PLT: 4/1/14, 02/17/15, 04/21/15, 11/17/15, 04/11/17, 2/26/20, 2/9/22, 4/12/23, 5/20/2025
Statutory or Regulatory Citation:	Signature if needed:

Policy: Staff may voluntarily resign or have their employment terminated in the manner stated in these procedures.

Procedure:

1. St. David's Center staff members may voluntarily resign from their position(s). If a staff member voluntarily resigns, the employee should:
 - A. Submit a letter of resignation to the Coordinator/ Supervisor indicating intended last date of employment.
 - B. Staff working in all programs should also notify the families with which they are working.
 - C. Staff must give an appropriate notice period for resignation
 - i. All staff working directly with clients, all Supervisors, Program Directors, Senior Directors and ELT members must give at least a four-week notice.
 - ii. All other staff must give at least a two-week notice.
 - iii. An employee's last day cannot be a paid holiday, paid personal time off, or paid organization closure day. *Exceptions to be approved by Chief People Officer

- D. Resignation date in HRIS system and IT termination date must correlate. Please see Documentation & Progress Notes Policy for further clarification around expectations for documentation upon resignation.
- 2. Staff may be terminated within St. David's Center's discretion, including, but not limited to, for violation of policy or procedure or performance issues. This is considered an involuntary termination.
- 3. If staff has not worked a shift at St. David's Center for four consecutive months, the following procedure will be followed:
 - A. The staff member will receive a letter from the Program Coordinator or Supervisor indicating that the staff member's employment has been terminated. This will be considered a voluntary resignation.
 - B. If the staff member receives the letter and is interested in continued employment with St. David's Center, the employee must call the Program Coordinator/Supervisor to express intentions. If the staff member would like to continue employment a new background check may need to be run and cleared before the staff member can return to work.
 - C. Employees remain at-will employees and employment is not guaranteed for any length of time and either the employee or the organization can terminate the relationship at will, at any time, with or without cause.
- 4. Supervisor/coordinator for a terminating employee shall collect organization property (computer, cell phone, iPad, hot spot, credit card, business cards and other equipment as necessary).

Violation of this Policy or Procedure

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David's Center. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Reference or Attachment: