

Subject: Separation / Termination Policy

Effective Date: September 12, 2006

Approved By: Board of Directors

Policy: It is the policy to provide a uniform format for terminating employees in order to facilitate an orderly departure from the School, allowing for minimal disruption of staff and students.

Procedure:

This policy and procedure shall be summarized in the current Employee Handbook.

VOLUNTARY TERMINATION

1. Voluntary termination occurs when the employee initiates the separation. The following are examples of voluntary terminations:
 - a. Written resignation
 - b. Failure to return from an approved leave of absence
 - c. Absence from work for three (3) consecutive working days without notifying the School
 - d. Retirement

INVOLUNTARY TERMINATION

1. Involuntary termination occurs when the school initiates the separation. The following are examples of involuntary terminations:
 - a. **Disability:** when, on the basis of medical evidence, the employee is permanently disabled and unable to perform, with or without accommodation, the employee's usual work assignment or any other available work assignment at the school or is only able to perform with an accommodation that is deemed by the School to be unreasonable (See Reasonable Accommodation Policy).
 - b. **Discharge:** when an employee who is suited for and capable of performing the work is terminated for any legal reason or for no reason at all.
 - c. **Death:** of an employee
 - d. **Reduction in Force:** an involuntary separation of an employee or groups of employees due to economic pressures, lack of work, organizational changes or other reasons of business necessity that require a reduction in staff.

AT TERMINATION

1. The Executive Director or designee will meet with the employee regarding the return of the all School property, including:
 - a. Technology previously issued to the employee, including laptops, printers, mobile telephones, PDAs, etc.
 - b. Keys
 - c. Passwords and user login information for all school related systems and websites.
 - d. Student files and materials
 - e. Notebooks, books, forms, and/or notes accumulated during employment at the school
2. All outgoing staff may have an opportunity to have an exit interview with the Executive Director or designee prior to departure.
3. All termination paperwork must be completed by the supervisor.
4. School management employees may recommend employee termination to the Executive Director.
5. Only the Executive Director, with the ratification of the Governing Board of Directors, has the power to terminate employees.
6. The Human Resources Director will notify the Operations Manager to terminate employee e-mail, access to website employee pages, and lists. E-mail for the terminated employee will be forwarded to the terminated employee's former supervisor.
7. In the event of a terminated EF, the Assistant Director or designee will reassign students to a new EF, on or before the last day of employment. In the event that there is no EF available the Assistant Director or Program Director will be temporarily assigned the students in SIS.

Original Policy 03/10/03
Revised Policy 09/12/06