



JCS-Inc. Policies

## 8023.1 Separation - Termination Policy

**Effective Date: September 8, 2017    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 JCS, Inc. (JCS), allowing for minimal disruption of staff and students.

This policy shall be summarized in the current Employee Handbook.

Original Policy 03/10/03

Revised Policy 09/12/06

Revised Policy 09/08/17