

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 282 – Layoffs/Termination of Employment

I. VOLUNTARY TERMINATION

All para-professional employees will be requested to give notice of intent to leave no later than two weeks prior to their last working day at the Center. Professional employees will be requested to give notice of intent to leave no later than four weeks prior to their last working day at the Center. Once resignation is submitted no occurred sick leave and/or PTO will be granted unless there are extenuating circumstances.

The termination date is defined as the last working day with the Center. No benefits accrue after this date.

II. INVOLUNTARY TERMINATIONS

A. See Policy 280 for Disciplinary Terminations.

B. Abandonment of Position

Failure to call in two (2) or more consecutive days will constitute abandonment of position and will result in dismissal.

III. AGENCY LAYOFFS

A. Termination of an employee's services by the Center due to reduction of forces, budget cut-backs, or reassignment of duties will require the Center to give notice in writing to the employee at least two (2) weeks in advance.

B. Once it has been determined that a reduction in force will occur within a program, a group composed of the Chief Clinical Director, Chief Compliance Officer, Chief Nursing Officer, Chief Financial Officer, and Program Director will make a recommendation to the Chief Executive Officer as to the position(s) and individual(s) that will be affected by the layoff. When making this recommendation they will utilize the following process:

1. Criticalness of Position will be the criteria used to determine which position(s) within the program will be eliminated.
2. Once the position that will be affected has been identified, the individual(s) to be affected by the layoff will be determined using the following criteria:

- a. Job Performance – When looking at job performance the group will take into consideration, but will not be limited to, the following: disciplinary actions, productivity (if applicable), ability to function as a team member, quality and timeliness of documentation, supervision records, Performance Evaluations, training records and attendance.
 - b. Seniority will be the deciding factor when all else is determined to be equal.
- C. Directors will make recommendations to the Chief Executive Officer through the Executive Staff Committee regarding position layoffs.
 - D. Layoffs will be one of two types, temporary or permanent.
 - E. Temporary layoffs will be defined as extending up to six months. There will be no granting of accumulated annual or sick leave pay if an employee is temporarily laid off. If an employee receiving a notice of temporary layoff elects to receive pay for accumulated annual and sick leave, the layoff status will be changed to permanent. During temporary layoffs, effected employees are responsible for payment of insurance premiums.
 - F. Permanent layoffs are termination of employment with payment of all eligible accrued benefits.
 - G. Employees may continue to participate in the health insurance program through COBRA.
 - H. In the event funds are restored for service provision, employees on temporary layoff status will be recalled. Program Directors will make recommendations to the Chief Executive Officer through the Executive Staff Committee for employee recall. As in layoffs, criticalness of position, job performance, and seniority will be considered in the recall process.
 - I. These layoffs must be authorized by the Board of Directors.
 - J. These procedures are subject to change in the event of a pandemic or state of emergency.

IV. RETIREMENT

Normal retirement ages fluctuate based on an employee's year of birth. Employees may, at their option, continue employment beyond the normal retirement date.

Employees who provide a four (4) week notice of retirement, unless there are extenuating circumstances, will be given two (2) weeks salary in recognition of their contribution to Southern Highlands.