



POLICY ON TERMINATIONS

Dated: April 30, 2015

Supersedes: HR.213 Termination dated April 15, 2005

I. PURPOSE

To establish guidelines for reporting and recording employee terminations regardless of funding source, and to properly account for College funds and/or property in the custody of terminating employees.

II. POLICY

It is the policy of New York Medical College to treat the termination employees with fairness, dignity and respect in accordance with the procedures set forth in this Policy.

III. SCOPE

This policy applies to all College employees.

IV. DEFINITIONS

A. Involuntary terminations are those initiated by the College and include:

1. Layoff resulting from force reduction or reorganization.
2. Separation due to exhaustion of approved leave of absence entitlement.
3. Release for inability to perform duties or to meet prescribed standards or behaviors on the job.
4. Discharge for conduct not in the best interest of the College.

B. Voluntary and other terminations are those not initiated by the College and include:

1. Resignation
2. Retirement
3. Death
4. Unexcused absences which are not reported to his/her Supervisor for a period of three (3) or more days without sufficient justification.

V. PROCEDURE

A. Involuntary Termination

1. Before taking any action to remove an employee from the College payroll, the Department Head/Chairman, Affiliation Office as applicable and the Human Resources Department are to be notified of the Supervisor's intention to remove that employee from the payroll. All disciplinary action notices concerning formal written warnings and suspensions must be reviewed by the Department Head and Human Resources to ensure they have been processed in the proper way. All suspensions and terminations or plans for layoffs must be approved by Human Resources in advance.
2. After receiving the necessary approvals from the Department Head and Human Resources, proceed with the dismissal of the employee and advise him/her of the reason for termination.
3. The Department Administrator/Supervisor shall prepare a **Personnel Action Form (PAF) (HR-101)** indicating date of termination, type of termination, last day worked (number of weeks' severance if applicable) and if eligible for rehire and attach a **Letter of Resignation (HR-39)** or form when available and obtain required department signatures. These documents are forwarded to the Human Resources Department for review and signatures within one (1) week of notice to department. The Supervisor will initiate the **Valhalla Termination Checklist (HR-13)** and review it with the employee. The **Checklist** is attached to the termination PAF and forwarded to the Human Resources Department with any necessary attachments.
4. The Human Resources Department records vacation and personal time due on PAF and forwards one (1) copy of the **PAF** to both the Payroll Department and the Benefits Administrator for COBRA Benefits and TDA notification.
5. The Payroll Department, utilizing data from **PAF (HR-101)** and **Payroll Timesheets (PR-1)**, prepares the final pay check and final vacation check and forwards it to the Human Resources Department for distribution. There is no direct deposit for final vacation/personal time check.
6. The terminating employee can schedule a confidential appointment with the Human Resources Department for an exit interview.
7. The Human Resources Department mails the final checks to the terminated employee's home.

B. Voluntary Resignation

1. The Supervisor should obtain a **Letter of Resignation (HR-39)** from the employee. The College requests a minimum of two weeks' notice of an intended resignation. Proceed as a Section V.A.3. above.

2. Employees who fail to report to work and fail to contact their immediate Supervisor for a period of three (3) consecutive work days, will be considered as voluntarily terminating their employment unless such absence is excused by their immediate Supervisor. Unusual circumstances preventing the employee from obtaining permission or presenting proper notice should be considered by the Supervisor to reconsider the employee's resignation status.
3. Employees who accept other full-time employment while on an approved leave of absence, or who are presumed to have abandoned their positions without notice, are terminated and are considered to have resigned. Prior to the termination of employees who are presumed to have resigned, a registered letter, return receipt requested, or sent by overnight delivery, shall be sent to their last known address informing them of the College's intent to terminate their employment unless acceptable explanation can be given within forty-eight (48) hours, justifying their continued absence from work.
4. Employees who fail to return from an approved leave of absence, in accordance with the applicable excused absence procedure, are considered to have resigned. Employees intending to return to work following a leave should contact their supervisor at least 2 weeks prior to their return.
5. Employees who fail to cooperate in providing medical documentation necessary to support the continuation of a disability leave, after receiving notification, are considered to have resigned.
6. The Supervisor shall complete the appropriate **Termination Checklist (HR-13)** for Valhalla and proceed as in V.A.6. above.

VI. EFFECTIVE DATE

This policy is effective as of the date signed below.

VII. POLICY RESPONSIBILITY

A. Employee

1. Provide required notice of intended resignation, giving a minimum of two weeks' notice. Submit letter of resignation.
2. Return Employee Handbook, keys, ID and all college property to Supervisor, Administrator, Affiliation Office or Human Resources.
3. Complete termination checklist.

B. Supervisor/Administrator

1. Review documentation of terminating employee. If voluntary resignation, sign and date termination letter when received. If involuntary termination, review and receive approval from Human Resources prior to termination.
2. Meet with employee to explain reason(s) for termination.
3. Prepare turnaround PAF form for termination.
4. Notify appropriate departments listed in the **Termination Checklist**.
5. Sign PAF form and attach termination check list and resignation or termination letter and forward to Human Resources for processing. PAF must have termination checklist attached in order to be processed.

C. Human Resources Department

1. Review and approve disciplinary action notices prior to suspension or termination notification.
2. Review PAF; calculate Vacation and Personal time due. Make sure that the check list and letter of termination is attached.
3. Schedule an exit interview with employee, when available, or mail exit interview questionnaire to terminated employee's home.
4. Mail final check and vacation check to employee with cover letter to terminated employee's home.
5. Provide advice and guidance with respect to the interpretation and administration of this policy.
6. Send termination reports to Security, Information Services and Health Services on a bi-weekly basis following each pay period.
7. Notify carrier if employee is eligible for COBRA. Notify employee of their conversion rights to benefits (if any).


VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations

Responsible Executive: Director of Human Resources

Responsible Offices: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer

5/4/15

Date