** Employment Termination Procedure**

**When determining if a termination should take place**

* The supervisor will review:
* Personnel Policies: Disciplinary Procedures-V
* Employee Performance Review
* Goals
* The supervisor will then discuss the status of the employee with the department Director and Human Resources Director.

**When it is determined that termination will take place**

* Final approval must be given by the Executive Director.
* A letter from the Executive Director containing termination information will be provided in advance of meeting with the employee.
* The employee has the option of resignation or termination.
	+ A Personnel Action Form (PAF) should be available in case the employee prefers to resign.
* It is recommended to have two people present during the meeting.
* During the termination meeting:
	+ The meeting should be held in a private location to maintain confidentiality.
	+ Remain calm.
	+ Do not apologize for terminating the employee.
	+ Follow the wording of the Executive Director’s letter when discussing the termination.
	+ Keep this meeting confidential from other employees. It is enough to say, "Jamie will not be working with us anymore."

**Questions that an employee may have**

* Accrued and unused vacation time will be paid out upon separation with NMCAA.
* Accrued and unused sick/personal time is not paid out upon separation.
* If applicable, health Insurance coverage ends on the last day of employment. Dental and vision insurance end on the last day of the month that the separation occurs. These dates are in our provider contracts and cannot be altered.
* COBRA information will be sent directly to the employee from lnfinisource, our COBRA administrator. If selecting to continue NMCAA COBRA coverage, they will pay their premium bills directly to lnfinisource.
* If applicable, the life insurance and Colonial Life policies will contact the employee directly to determine if they would like to continue coverage.
* If applicable, 403b accounts remain with TIAA until directed by the employee to cash out the account or transfer their funds to another account.
* Contact Michigan Unemployment Insurance Agency for any questions regarding eligibility.

**The following need to take place as part of completing the employee's separation with NMCAA**

* Advise Human Resources Director if the employee has chosen to resign.
* Submit completed PAF to Human Resources Director as soon as possible. IT will be contacted by Human Resources Director of the employee's termination to remove email access.
* Collect any office keys that the employee may have, including filing cabinets, storage spaces, office, building keys, vehicle keys, etc.
* Collect all technology items.
* Collect any needed passwords and/or user ids.
* Collect agency cell phone, if applicable.
* Collect all agency credit cards.
* If necessary, request a change to building locks by contacting the Director of Operations.
* Notify clients of personnel change as requested by the supervisor.

6/21 P:\Agency\HR\Supervisors Manual\Tab-7\Employment Termination Procedure