

## V. TERMINATION OF EMPLOYMENT

### POLICY

#### I. Voluntary Resignations

Voluntary resignations include instances where an employee voluntarily elects to leave the organization, including retirement. Resignations shall be submitted in writing through supervisory channels to the Center/Site Human Resources Office. A minimum of two weeks' notice is normally required of employees who terminate voluntarily. Employees are encouraged to provide as much additional notice as possible. When notice is given and the employee leaves voluntarily before the termination date, pay will cover only time worked.

An election by an employee to retire is considered a voluntary resignation. AURA Centers may establish specific service requirements for retirement eligibility. These service requirements determine eligibility for any Center benefits associated with retirement such as the use of vacation or availability of medical benefits.

#### II. Dismissal

- b. AURA, and/or its Centers, may, from time to time, be required to dismiss an employee.
- c. If authorized by the Center/Site director, or designee, in certain circumstances, staff members so discharged may be given notice or pay in lieu of notice. However, if the dismissal is for cause, notice or pay in lieu of notice will not generally be awarded.
- d. When necessary to institute a dismissal or involuntary termination, the following procedure will be pursued:
  - 1. All terminations must be reviewed and approved by HR prior to notification to the employee.
  - 2. HR will ensure that dismissal is in accordance with the policy and practices of AURA.
  - 3. The notification should be done by the supervisor or other designated manager in conjunction with a Center/Site Human Resources Representative.
  - 4. The supervisor, in consultation with Human Resources, will coordinate the termination interview with the affected staff. No notification should take place without both present. Human Resources may appoint a designee when a Human Resources representative cannot be physically present.
  - 5. An employee who is dismissed may appeal the decision as outlined in the AURA Grievance Policy.

#### III. Reduction in Force

A reduction in force may occur when there are changes in program or funding levels, when a project or program is completed or terminated or when needs dictate changes regarding

the performance of certain functions. Positions selected for elimination, either due to change in funding or function, will be identified based on program needs.

Employees identified in the position elimination by the Reduction in Force will be considered for transfer to approved vacancies, if qualified. The final decision as to suitable qualification and job fit will be made by the manager responsible for filling the vacancy.

Employees terminated because of reduction in force and rehired within one year will not lose seniority with regard to vacation and sick leave accrual rates. Seniority does not accrue while on terminated status. In a situation such as described in this paragraph, should an individual be terminated because of reduction in force subsequent to the rehire, no period of service (e.g. service prior to rehire) shall be used twice in computing the notice period or amount of severance pay in lieu of notice.

Under the general guidelines established in the AURA Separation Plan Document, the Centers/Site may define an appropriate voluntary or involuntary reduction-in-force/separation program.. The provisions of the program will be at the discretion of the Center/Site Director, or designee. From time to time provisions of the AURA Separation Plan may be amended as established for individual separation programs.

#### IV. Separation Pay

In the case of separation where an eligible employee has been terminated without cause, including but not limited to reduction in force (voluntary or involuntary), position restructure, and position elimination, the Center/Site may offer notice or separation pay in lieu of notice as may be outlined in a separation program, to the impacted staff member(s). The following schedule for notice or separation pay in lieu of notice generally may be applied. Other schedules/programs may be identified from time to time for specific separations at the discretion of the Center/Site director, or designee.

- a. Generally, no more than six months' notice or separation pay in lieu of notice will be given.
- b. Only continuous, active, service is counted in computing the separation pay. However, if the last termination was to enter the U.S. Armed Forces, the immediate previous period of active paid employment of the full-time staff will be credited.
  - 1) Exempt Staff  
4 weeks, plus 1/2 week for each quarter-year of active, full-time, continuous service.
  - 2) Non-exempt Staff  
2 weeks, plus 1/4 week for each quarter-year of active full-time, continuous service.
  - 3) Part-time Staff  
Part-time staff qualify for proportionate separation pay or notice.

- 4) Temporary Staff  
Temporary staff are not entitled to notice or separation pay in lieu of notice.
- 5) Separation pay will not be paid to employees that accept other employment prior to their separation date or to employees that voluntarily separate employment prior to their separation date.
- 6) Employees will be required to sign and fully execute a separation agreement prior to receiving any separation pay.

### III. Exit Procedures

- a. Terminated employees will be paid accrued and unused vacation up to a maximum of 384 hours generally as a final lump sum vacation payout which is processed in the pay period following termination.
- b. Generally, vacation is not granted in conjunction with termination.
- c. If the voluntary termination is for retirement, the employee may elect to use all accrued, unused vacation (not to exceed 384 hours). The employee's actual retirement date will be extended until such time as the vacation is exhausted. No holiday, sick leave or discretionary holidays may be used during this period.
- d. Exceptions will be at the discretion of the Center/Site director, or a designee.
- e. Accrued, unused sick time and unused discretionary holidays are not paid out upon termination.
- f. Generally, benefit coverages cease as of the termination date or as outlined defined in the specific benefit plan documents. Eligible employees may arrange for conversion or extension of these plans through the Center/Site Human Resources Office.
- g. When an employee terminates, the Center/Site Human Resources Office is responsible for the completion of applicable termination documents and checklists.
- h. Final settlement for pay and vacation will not be made until all Center equipment is returned and all termination documentation is completed.
- i. The Human Resources Office will ensure that all appropriate paperwork, final paycheck and continuation of benefits are handled in accordance with state and federal laws.

**Each AURA Center will adopt such procedures and processes necessary to execute this policy**

**Policy Title and Number:** B-V – Termination of Employment

**Name of Policy Owner:** Human Resources

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**Policy Approved By:** AURA Regulatory Compliance Policy Committee

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