

## SOP: Termination Policies - 8/18/2015

Corporate HR's authorization and involvement is **required** before the General Manager can discharge (terminate) an employee. To "discharge" an employee would not include employees that voluntarily resign; when this happens always try to obtain the reason for the resignation in writing and forward that on with the Termination/Resignation paperwork to HR and copy Operations.

The following steps must be followed in order to discharge an employee:

- To begin the discharge process, **the General Manager** must email HR and copy Operations all the written documentation that supports the submission for discharge.
- Forms must be **scanned and created into PDFs** in order to be emailed to HR for processing. **All emails sent to HR should copy Operations.**
- A minimum of three Written Disciplinary Reports that have been read by the employee involved and signed before submitting a discharge request.
  - If the employee refuses to sign, ask the employee to write "Refused" on the signature line. If the employee does or doesn't then the next step is:
  - Have a different manager write on the paperwork "Employee refused to sign" then print their name, sign and date resulting in two (2) manager signatures.

Xscape has a responsibility to its employees to provide an environment in which they can learn and improve from their mistakes. Turnover is expensive and counseling is the fairest way to attempt to change the unwanted behavior in question. However, if the General Manager feels there are grounds for an employee to be discharged immediately, the General Manager is to place the employee on unpaid suspension pending review and contact HR immediately to ask for guidance. Once the General Manager has spoken with HR, he/she should contact Operations to discuss the situation and arrive at a mutual decision.

### Employee-No Call No Show (NCNS)

If an employee NCNS the manager on duty (MOD) is required to document the employee that day. Along with the Disciplinary document you need to include a copy of the employee schedule and highlight where employee was scheduled. MOD will print their name, sign and date this on the same day of the NCNS. If employee returns to work then have them sign the documentation. Do this for every NCNS. After three (3) successive NCNS's you may request to terminate. If employee never shows back up to sign the 3 documents then have a different manager write on the document, "Employee did not show back up for work to sign". Then the 2<sup>nd</sup> manager will print their name, sign and date resulting in two (2) manager signatures. You will need to continue to schedule the employee until you have three (3) successive NCNS's.

### Employee-Initiated Termination

As stated in Xscape's employment at-will relationship, employees are free to resign their position at any time, with or without cause, and with or without notice. Employees should always give their notice of resignation in writing to their supervisor. Xscape asks employees to give at least two weeks notice when possible. If an employee does give at least two weeks notice and resigns in writing, they may receive positive consideration toward rehire (*Voluntarily Resignation Form*).

### Final Wages

When an employee leaves Xscape, his/her employment ends on the last day worked and any wages due will be paid within the normal pay schedule or in the time frame set by state law.

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### Return of Company Property

Xscape requires company property to be returned by employee once he/she resigns their position. Property includes, but is not limited to, all Xscape documents, materials, computer equipment, uniform items, mobile phones, beepers, and/or credit cards.

### Benefits at Termination

Xscape will provide information about available options in regards to any benefit plans the employee was participating, including health and dental insurance.

### Exit Interview

Employees may be asked to participate in an exit interview to provide closure and potentially help Paragon improve management and operation policies.