



## **Employment Termination Procedures**

### **Voluntary Resignation**

A written letter of resignation is required from each employee who voluntarily resigns. An exit interview should be scheduled on or near the last day of employment. The exit interview form should be completed by the interviewer allowing the departing employee to provide feedback related to their experience with their direct supervisor. It is preferred that the person conducting the exit interview not be the direct supervisor if possible.

### **Extension of Benefits/Termination notice**

Each full-time employee on group insurance must be given the continuation of benefits information on the last day of employment. There is a 30 day window from date of termination for employees to elect to continue medical and dental benefits only. In addition, employees who are enrolled in supplemental life insurance (paid for thru payroll deduction) may choose to convert the life insurance into an individual policy and therefore should receive an Application for Portability of Group Life Insurance to be found on the Diocesan website. [www.cathdal.org](http://www.cathdal.org). The termination checklist should be completed.

### **Involuntary Terminations**

The procedures below should be followed for all terminations except for voluntary resignations. Involuntary terminations include all terminations for cause, position eliminations, or cases where resignation is requested as well as contracts that are not honored. All school contracts not offered must be reviewed with and approved by the Superintendent of Catholic Schools.

The Diocesan Master Insurance Policy requires that all dismissals, discharges, or involuntary terminations be reviewed by specific professional persons, and in some cases by legal counsel, prior to the termination. The insurance carrier has appointed the Director of Human Resources of the Diocese to review parish, school, and other miscellaneous entity terminations and the Director of Human Resources for Catholic Charities to review all Catholic Charities terminations. All proposed dismissals, discharges, or involuntary terminations must be submitted and reviewed by these individuals prior to termination. The Director of Human Resources of the Diocese will further submit for review to the Superintendent of Catholic Schools all dismissals, discharges, or involuntary terminations of Diocesan Catholic School employees before dismissal to ensure compliance with all diocesan school policies and procedures. These individuals will determine on a case-by-case basis whether further review by legal counsel is required. Failure to follow these procedures or failure to follow the advice provided by these specific professional persons or legal counsel may result in a denial of Employment Practice Liability Insurance Coverage. The Parish or School may also be subject to the provisions found in the accountability policy for failure to follow these procedures.

It is important that managers communicate to employees areas of deficiency. Memos to the employee file should memorialize discussions regarding unsatisfactory work performance. In some instances a final written warning is appropriate which should be signed by the employee and placed in the employee file. Sample warnings are available and can be provided by the HR Department of the Diocese. It is suggested that all disciplinary meetings include the manager or supervisor and one other individual in addition to the employee.

All pay and benefits will typically cease on the day of termination. Advance notice of termination is not required. Position eliminations are an exception to this general rule and require, according to policy, severance pay based on years of service including continuation of health benefits during the severance period for full time employees only.