



# Human Resource Policy Manual

**Subject: Termination Policy**

**HR Policy: 230**

**Effective Date:**

**Revision: 0**

**Revision Date:**

**Page 1 of 2**

**Board of Directors Approval:**

**03/12/05**

**MSHS Policy Council Approval:**

**04/02/05**

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This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc., reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

## **1.0 PURPOSE**

This policy provides guidelines for termination of employment from Texas Migrant Council, Inc.

## **2.0 SCOPE**

This policy describes the termination procedure for voluntary and involuntary terminations and applies to all Texas Migrant Council, Inc., employees.

## **3.0 RESPONSIBILITY**

**3.1** The Human Resources Director is responsible for the administration of this policy.

**3.2** Individual supervisors and managers are responsible for ensuring that in the event of involuntary termination, that the action is appropriate and the only viable alternative. In the case of voluntary termination, supervisors and managers should thoroughly investigate why the employee is leaving.

## **4.0 DEFINITIONS**

**4.1** Voluntary Termination - A voluntary termination occurs when the separation is initiated by the employee. Although not considered to be all-inclusive, the following are examples of voluntary terminations:

**4.1.1** Written or oral resignation initiated by the employee.

**4.1.2** Absence from work for three (3) or more consecutive working days without notification to the immediate supervisor.

**4.1.3** Failure to return from an approved Leave of Absence upon the expiration of the leave.

**4.1.4** Retirement.



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- 4.1.5 Rejection for an offer of continued employment, which is considered relatively comparable in compensation and/or status.
  - 4.1.6 When an employee leaves the Company voluntarily, a letter of resignation is required from the employee. This documents the reasons for leaving and protects the Company.
  - 4.1.7 If an employee resigns with the proper two (2) weeks notification and is not permitted to work out the period of notice, they will be given up to two (2) weeks pay in lieu of notice.
  - 4.1.8 Exit Interviews. Texas Migrant Council, Inc., has an investment in its employees and it is important for the Company to evaluate the circumstances surrounding the voluntary separation of employment. Exit interviews will be conducted by the immediate supervisor or by the Human Resources Department as appropriate.
  - 4.2 Involuntary Termination - An involuntary termination occurs when the separation is initiated by the Company. An involuntary termination requires the prior approval of the immediate supervisor, area manager, and the Human Resources Director. Involuntary termination includes, but is not limited to, these examples:
    - 4.2.1 Separation as a result of reduction in staff where performance is not a factor. A particular position is eliminated and there are no other positions available.
    - 4.2.2 Discharge. When an employee, who is suited for and capable of performing the work, is terminated for such reasons as inefficiency, absenteeism, or violation of the Standards of Conduct as stated in the Human Resources Manual.
    - 4.2.3 Falsification of Company records including, but not limited to: employment documents or records, payroll records, reports, etc.
    - 4.2.4 Separated as the result of the divestiture of a division, program, or department.
    - 4.2.5 Death of the employee.
    - 4.2.6 Disability. For reasons of health, an employee is unable to return to work following a continued absence of six months, unless the leave is continued pursuant to Section 4.7 of the Leave of Absence Policy.