

Employment Termination Process Policy

Purpose

It is the policy of Tapestry Public Charter School to ensure that employee terminations, including voluntary and involuntary terminations, are handled in a professional manner with minimal disruption to the educational mission of the school and workplace.

Voluntary Terminations

A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to his or her supervisor or when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor (job abandonment).

Involuntary Terminations

An involuntary termination of employment, including a layoff of over 30 days, is a management-initiated dismissal with or without cause.

Procedures

1. Upon receipt of an employee's resignation or a decision to terminate, the school leader will notify the office manager by sending a copy of the resignation letter (if applicable) or notification of termination and any other pertinent information (e.g., employee's reason for leaving, last day of work).
2. The office manager will coordinate the employee's departure from the school. This process will include the employee's returning all company property, a review of the employee's post-termination benefits status, and the employee's completion of an exit interview.
3. In addition, IT shall be immediately notified the email account of the employee and all documents shall be frozen, and the employee's access terminated upon

date of departure. In most circumstances, the freezing of the account should occur prior to the employee leaving the premises. If this is not possible due to other work responsibilities, this should be done as soon as possible on the employee's last day.

4. IT shall restore any electronic deletions that have occurred within the last 25 days.
5. The employee's email shall be set up to provide for an automated response and an alternate contact.

Return of Property

Employees must return all company property at the time of separation, including, keys, laptops, and identification cards. Failure to return some items may result in deductions from the employee's final paycheck where state law allows. An employee will be required to sign a wage deduction authorization to deduct the costs of such items from the final paycheck. In some circumstances, Tapestry Public Charter School may pursue criminal charges for failure to return company property.

