Employee Relations - Employee Termination

I. Goal - To ensure that employee terminations are handled in a professional manner with minimal disruption to ongoing work functions

II. Approval Levels
   Supervisor > Human Resources

III. Functions Impacted.
   Human Resources
   Payroll
   Operating Division

IV. Detailed Procedure
1. Supervisors are responsible for notifying Human Resources and/or Payroll, in a timely manner, of any changes in an employee’s status that impacts payroll.

2. There are three types of terminations:
   a. Voluntary
   b. Involuntary
   c. Death

3. All employees are employed “at-will,” which means that they can be terminated at any time, with or without cause and with or without advance notice. This “at-will” relationship can only be changed in a written document signed by the Company President.

4. VOLUNTARY TERMINATIONS
   a. General - Voluntary termination of employment occurs when an employee informs his or her supervisor of employee’s resignation, or termination is deemed to have occurred when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor (job abandonment), the employee walks off the job, fails to return from leave or retires.

   b. Employees are expected to provide a minimum of two weeks’ notice of their intention to separate from the company in order to allow a reasonable amount of time to transfer ongoing workloads. It is expected that written notification will be provided to the employee’s supervisor/manager.

   c. Upon receipt of an employee’s resignation, the line manager will:

   d. Notify Human Resources (HR) by completing the on-line termination form (eform#-PSHR-02)

   e. Send a copy of the resignation letter to HR. This letter can be uploaded and attached to the termination notice, sent to Human Resources via the mail or forwarded as an email

   f. The employee’s manager will coordinate the employee's out-processing. This process includes:

      i. Returning all company property (i.e., keys, credit cards, uniforms, etc.).
ii. Completion of an exit interview questionnaire. The exit interview provides employees the opportunity to freely express views about working at the company and will be held in strict confidence. HR will compile data from exit interviews.

g. Any benefits in which the employee is currently enrolled will terminate at midnight on the last day of the month in which they are terminated. All COBRA documents will be mailed to the employee’s home address with forty-five (45) days of the termination of benefits.

h. The state appropriate Notice of Separation (GA-DOL-800) will be provided to the supervisor to be given to the employee during the termination meeting. If this is not possible the form will be mailed to the employee’s home address.

5. INVOLUNTARY TERMINATION

a. An involuntary termination of employment, to include reductions in force (lack of work), is a management-initiated dismissal. The inability of an employee to perform the essential functions of the job (lack of ability) with or without a reasonable accommodation may also result in an involuntary termination.

b. Employment at Peach State Trucks Centers is “at-will” which means that employees can be terminated at any time, with or without cause and with or without advance notice.

c. Before any action is taken to discharge an employee, the manager of Human Resources must be contacted to discuss the termination with the terminating manager. Although the final decision to terminate is that of the manager, consultation as to the potential issues of terminating a particular employee should be discussed prior to a final decision.

d. If the recommendation from the Human Resources Manager is not to discharge and the supervising manager wishes to continue, the situation will be documented and the manager may continue with the discharge.

e. The supervisor must contact the Human Resources department prior to the actual discharge so that appropriate documents can be prepared and presented to the employee upon termination.

f. The supervisor will complete the on-line termination form (eform#-PSHR-02).

g. The supervisor will collect all company property from the discharged employee.

h. The discharged employee will receive their final paycheck with all pay due and any vacation payout due on the next scheduled payday.

i. Any benefits in which the employee is currently enrolled will terminate at midnight on the last day of the month in which they are terminated. All COBRA documents will be mailed to the employee’s home address with forty-five (45) days of the termination of benefits.

j. The state appropriate Notice of Separation (GA-DOL-800 and AL-DOL) will be provided to the supervisor to be given to the employee during the termination meeting. If this is not possible the form will be mailed to the employees home address.

6. DECEASED EMPLOYEES

a. General - A termination due to the death of an employee will be made effective as of the date of death.

b. Upon receiving notification of the death of an employee, the supervisor must notify a member of the Human Resources/Payroll department immediately.

c. Human Resources will process all appropriate beneficiary payments from the various benefits plans.
7.0 PROCESS MAPS

a. Voluntary Termination

Voluntary Termination

- Employee notifies supervisor of resignation

- Supervisor requests resignation in writing and sends to HR

- Complete and submit termination form as soon as resignation is given

- On last day, gather all company property

- HR/payroll processes termination in system and notifies appropriate providers

- Mail any needed documents and close file
b. Involuntary Termination

Involuntary Termination

- Contact HR to discuss termination
- HR in agreement with manager
- Decision to terminate
- Monitor/document performance

- NO

- Improved Performance
- YES

- No further action

- Contact HR before meeting to request appropriate forms (if possible)
- Meet with employee
- Gather all company property
- Complete and submit termination form along with all documentation
- HR/payroll processes termination in system and notifies appropriate providers
- Mail any needed documents and close file