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## **VOLUNTARY TERMINATION (EMPLOYEE RESIGNS)**

- Employee must resign or retire in writing (handwritten, typed or email indicating their name and the last day to work). All resignations must be submitted to HR immediately (payroll and benefits purposes).
- Employee cannot extend employment by taking paid time off (PTO).
- Prior to employee leaving the premises, employee must complete and approve their timesheet.
- The hiring manager or supervisor must conduct the exit meeting in a private place out of other employees' sight or hearing.
- Once HR receives the resignation, HR will complete the Separation Notice, send it to the supervisor for signature (original will go to the employee and give a copy to HR). HR will also send Termination Checklist, Benefits Information Sheet and the Exit Interview Form. Ask the employee to complete the exit interview form prior to the exit interview and may return to HR or give to the supervisor during the exit interview.
- The hiring manager or supervisor is responsible for communicating (via email and trackit) with IT to remove all computer access, and the hiring manager or supervisor must collect all Bethel's property (keys, laptop / computer, phone, etc.). In addition, inform IT where to forward emails.
- Two weeks' notice is the professional timeframe for a resignation. However, based on the position, the hiring manager may elect to accept the resignation and terminate the person immediately; they must consult with HR before terminating.

## **INVOLUNTARY TERMINATION (INITIATED BY BETHEL)**

- All involuntary terminations must be approved by HR and /or Executive Leadership and HR will coordinate the exit meeting with the supervisor.
- Supervisor or hiring manager will arrange a private place to meet out of other employees' sight or hearing.
- HR will complete and review the separation notice with the employee and HR will print and have the employee's timecard available for the employee to sign.
- HR will communicate with IT to remove all computer access. The supervisor or hiring manager will inform IT where to forward emails (if applicable).
- The supervisor or hiring manager will review the termination checklist and collect all Bethel's property.
- Employee must be escorted to the exit

If you think the employee will be irate, upset or may cause an unpleasant scene, communicate with security so they will be available if needed.

## **RELATED DOCUMENTS**

- Separation Notice
- Termination Checklist
- Benefits Information Sheet
- Exit Interview Form