

POLICY

TERMINATION OF EMPLOYMENT

6017

A. Resignation\Dismissal:

BCHC shall assure that employees who are separated from employment by resignation or dismissal are treated fairly. The records pertaining to the separation of an employee shall become part of the employee's personnel file. Also, management shall assure that separations from employment are handled in a manner which does not disrupt the orderly operations of the agency.

B. Final pay:

In compliance with Montana law (Mont. Code Ann. §39-3-205), when you voluntarily terminate or are involuntarily terminated prior to payday, your final pay will be issued on the next regularly scheduled payday, or 15 days from the date of the actual separation, whichever occurs first.

NOTE: All organization property shall be returned to BCHC upon termination.

C. Notice of resignation:

BCHC requires that non-exempt employees give two (2) weeks and exempt and professional employees give thirty (30) days written notice of intention to leave their job. BCHC reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides more notice than requested, BCHC will evaluate whether the additional notice is necessary for effective business operations and will notify the employee of the final date of employment based on those needs.

When an employee voluntarily resigns his/her position with BCHC, the employee's supervisor or the Human Resources Department may schedule an exit interview on or close to the employee's final day of employment to discuss the reasons for leaving and general resignation procedures. The employee must return all BCHC property in his/her possession, including but not limited to: BCHC identification badges; keys; tools; uniforms; books or manuals; computer or office equipment; parking passes; or BCHC credit cards. The employee must provide an address for sending future benefit and tax information.

D. Removal from payroll:

When an individual terminates employment, removal from the payroll will be effective the date stated in the letter of resignation or the date when the employee last reports to work, whichever is sooner.

E. **Exit interview:**

Prior to the last day of employment, the supervisor or HR Director may complete the exit interview form. The employee reviews the form, adds any comments and signs the form. The completed exit interview form is filed in the employee's personnel record. All exit interviews are conducted privately and individual responses are held confidential.

F. **Grievance Procedure Following Termination:**


An employee who decides to initiate the grievance procedure shall send a written grievance by certified mail to the Chief Executive Officer within **ten (10) days of the date of discharge**. The written grievance must include the following:

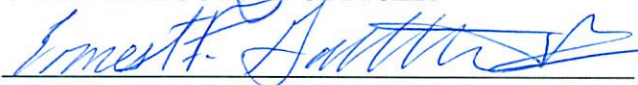
1. Date of discharge
2. Reason for appeal
3. Include request for an in-person meeting if desired.

Current employees or following termination: should an in-person meeting be requested, such a meeting shall be scheduled preferably within seven (7) but not more than thirty (30) days following the date of the written grievance.

The employee must receive a written response to the employee's grievance within the thirty (30) days following the in-person meeting, or within thirty (30) days following the date of the written grievance if no in-person meeting is requested.

The written response to the grievance policy shall be made by the Chief Executive Officer of the Bullhook Community Health Center unless he/she determines that the written response shall be made by a committee of the Board of Directors of the Bullhook Community Health Center.


 _____ Date: 2-12-18
 CHIEF EXECUTIVE OFFICER


 _____ Date: 2/12/2018
 CHAIR, BOARD OF DIRECTORS

Date first adopted	05/29/2009
Date Revised/QI Board approval	05/20/2009, 01/31/2018
New date adopted/Board of Directors approval	05/29/2009, 07/11/2016, 02/12/2018