



POLICIES

Effective Date: July 1, 2015

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: Human Resources / Termination of Employment

PURPOSE:

POLICY:

It is the policy of the Meharry to terminate employment because of an employee's resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction in the workforce. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason, and the Company reserves the right to terminate employment at any time and for any reason.

Comment:

- (1) Employees may end the employment relationship without prior notice. However, for rehire consideration, employees are strongly encouraged to give notice in writing prior to voluntary separation, according to the following schedule:

Two weeks notice for non-exempt positions

Four weeks notice for exempt level positions

- Employees are requested to give written notice of their intent to resign. Failure to give written notice may result in forfeiture of nonvested Company benefits (such as accrued, unused vacation time unless prohibited by state law) and ineligibility for reemployment. The following guidelines are suggested:

Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily quit. (See Attendance and Punctuality Policy)

See Disciplinary Procedures, and Retirement for other policies and procedures governing terminations.

Supervisors should send notices of resignation or recommendations for termination to the Human Resources Department for review. This information should be accompanied by any needed supporting documents, such as performance appraisals or disciplinary reports. All terminations should be



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cleared by the Human Resources Department before any final action is taken.

Notice of involuntary terminations should be handled carefully and discreetly, preferably in a private meeting including the employee to be terminated, the immediate supervisor, and another member of management. The Human Resources Department may attempt to obtain a general release of any legal claims from terminating employees.

The Human Resources Department should conduct a clearance process (exit interview) on or before the employee's last working day.

The Human Resources Department should maintain written reports of the termination notice meeting (when applicable) and exit interview.

The Human Resources Department is responsible for processing the employees final pay which is processed on the pay period following the termination date.. It also will be responsible for securing the return from terminated employees any funds advanced and all Company property in their possession, such as identification cards, keys, uniforms, credit cards, telephones and other equipment, etc. If the employee owes the Company any money or is responsible for any lost or damaged property, those accounts are to be settled as originally agreed or by deduction from final pay, unless prohibited by law.

(11) The Human Resources Department is responsible for notifying terminating employees who are covered by the Company's group health plan of their right to continue coverage under that plan as required under COBRA (Consolidated Omnibus Budget Reconciliation Act)

(12) Terminating employees may be eligible for future employment if recommended by their supervisor and approved by the human resources department. Terminating employees who wish to be considered for future employment should inform the human resources department.