



Mountain Song Community School Separation Policy

Policy/Procedure

The purpose of this policy is to identify the guidelines to be followed at the time an employee separates employment MSCS through resignation or termination.

Procedures and Guidelines

When a supervisor of an employee of Mountain Song Community School becomes aware of the intention of an employee to voluntarily terminate their employment with the school whether through a written letter of resignation or verbal resignation, the supervisor must immediately inform the Executive Director to initiate the procedures of this policy. If the supervisor of the resigning employee is the Executive Director, the Executive Director must inform the board of directors and initiate the procedures of this policy.

I. Notice Requirement

Employees who voluntarily terminate their employment are asked to give at least a two-week notice.

Once the resignation has been accepted, supervisors are not required to allow an employee to rescind a resignation, whether it was given verbally or in writing.

After consultation with the Director of Operations, supervisors may choose to have the employee leave immediately rather than continue working through the two-week notice period if the extension is deemed to be potentially disruptive. In such cases, the employee will still be paid through the two-week period.

Whenever possible, separations should be effective at the completion of the school year, to provide the students a sense of stability.

II. Involuntary Termination of Employment

Any mid-year termination shall be avoided and should happen due only to egregious circumstances (i.e., endangering others, committing a crime, etc.) or in unresolved conflict or ongoing poor performance which is harming the overall mission of the school. In most circumstances when terminating the employment of an employee, measures will have been taken by the supervisor with the employee to avoid this action. All involuntary terminations will

come only after the supervisor has consulted with the Executive Director, or if the Executive Director is the supervisor, the Executive Director has consulted with the Board of Directors.

III. Separation Procedures

When a staff member ends employment with MSCS, the supervisor is responsible for the following steps:

- Initiate the termination documentation as soon as the employee announces her/his intent to leave MSCS.
- Schedule with Human Resources an exit review for the employee on their last day of employment. At that meeting, Human Resources will review the following items with the employee:
 - Eligibility for COBRA/State Continuation
 - Group life insurance conversion options
 - Vacation days accrued
 - Miscellaneous payroll deductions
 - Employee exit checklist
- Complete the exit checklist by receiving employer-owned items, to include, but not limited to:
 - Keys to Facilities, Office Doors, Vehicles, Desks, Filing Cabinets, etc.
 - Badges
 - Employer Written materials, Manuals, handbooks, etc.
 - Computer and accessories
 - Cell Phones, Walkie talkies
 - Credit Cards
- Final Paycheck
 - If Voluntary Separation– Due on the next scheduled pay date.
 - If Involuntary - Due at time of separation or within 72 hours.

IV. Employment Record

All records and appropriate paperwork related to the employee's separation will be maintained in Human Resources for seven years.

This policy is intended as a guideline to assist in the consistent application of School policies and programs for employees. The policy does not create a contract, implied or expressed, with any staff members who are employees at will. The school reserves the right to modify this policy in whole or in part, at any time, at the discretion of the school.