

Termination of Employment HR.T12

Regulation(s): | None
L-Tag(s): | None

POLICY: Termination of employment may occur under voluntary or involuntary circumstances.

DEFINITION:

Discharge - involuntary employment termination initiated by Lifesong Hospice and Palliative Care

Resignation - voluntary employment termination initiated by an employee.

PROCEDURE:

1. The IT department is provided with the effective date of an employee’s discharge or resignation in order to:
 - a. terminate physical access to the hospice facility (i.e. for example, changing combination locks, keys, or security codes as needed and taking back ID badges, keys, etc);
 - b. terminate access to remote applications, services, and websites and all user accounts that provide access;
 - c. take back all electronic devices owned by the hospice (including laptops, tablets, smart phones and removable media)
 - d. ensuring that all personal devices are purged of ePHI and that access to ePHI from those devices is terminated;
 - e. fully terminate and disable all of the employee’s user accounts to ensure future access by the employee or others is impossible.

Discharge:

1. An individual’s employment may be terminated by the hospice for cause with the written authorization of the hospice Executive Director.

2. Reasons for the employee’s discharge is documented and placed in the employee’s personnel record.

Created:	Reviewed:	Revised:	Effective:
8/18	2/19		4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed:

Lifesong Hospice and Palliative Care

Resignation:

1. Lifesong Hospice and Palliative Care requests appropriate written resignation notice from any employee voluntarily terminating employment.
2. If an employee does not provide an advance notice of resignation, the employee may be considered ineligible for rehire.
3. Exempt level positions require a minimum of thirty days' notice of resignation. Non-exempt level positions require a minimum of fourteen days' notice of resignation.
4. It is up to the discretion of the Administrator if, upon proper written notice, the resigning employee works during the notice period.
5. Failure to provide proper and adequate written notice shall result in an employee being classified as not eligible for re-hire and the employee forfeits any unused PTO benefits.

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