

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Human Resources</b>		
<b>Title:</b>	<b>Separation Policy</b>		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/> <b>Page:</b> 1 of 2	<b>Review Cycle:</b> Biennial  <b>Author:</b> Deputy Director	<b>Adopted Date:</b> 07.05.2016  <b>Review Date:</b> 07.11.2023	<b>Related Policies:</b> Personnel Manual

### Purpose

The intent of this policy is to ensure that an exiting employee is informed of his/her rights and benefits and that accurate records regarding termination of employment are collected and maintained.

### Policy

It is the policy of Mid-State Health Network to ensure that any employee whose employment is being terminated, whether voluntarily or involuntarily, receives an exit interview. The exit interview shall be conducted by the Deputy Director. If the employee reports directly to the Deputy Director, then the Chief Executive Officer shall conduct the exit interview.

The objectives of the exit interview are as follows:

- To determine and discuss the employee's reason for resignation, if applicable;
- To discover and discuss any grievances that the employee may have regarding the department or position held in an effort to institute corrective action(s), if any; which may be deemed necessary
- To discover and discuss any misunderstandings the employee may have had about his/her job or with his/her supervisor(s) in an effort to institute corrective action(s), if any, which may be deemed necessary;
- To discover and discuss suggestions the employee may have regarding areas of improvement for MSHN operations;
- To maintain good will and teamwork amongst current and future employees;
- To review administrative details with the employee such as benefit continuation rights and conversion privileges, if any, final pay, re-employment policy, and employment compensation; and
- To arrange for the return of any company property which may be in the possession of the leaving employee and has not already been returned to the department supervisor.

**Applies to**

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
- MSHN's Affiliates:  Policy Only  Policy and Procedure
- Other: Sub-contract Providers

**Definitions**

MSHN: Mid-State Health Network

**Other Related Materials**

- Exit Interview Procedure
- Involuntary Termination Procedure
- Exit Interview Form
- Termination Checklist

**References/Legal Authority**

N/A

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
04.2016	New Policy	Deputy Director
06.2017	Annual Review	Deputy Director
05.2018	Annual Review	Deputy Director
05.2019	Annual Review	Deputy Director
02.2021	Biennial Review	Deputy Director
02.2023	Biennial Review	Deputy Director