

Terminations

Policy 209

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Policy:

Employment with UC Physicians is At Will. UC Physicians retains the right to terminate employment at any time, with or without cause and with or without prior notice as allowed by law. All employees will participate in an exit meeting prior to their last day of work. In the majority of cases, this meeting will be conducted by a member of the Human Resources Department.

Procedure:

VOLUNTARY RESIGNATIONS

1. When an employee resigns, he/she is expected to give written notice to his/her manager, with a copy to the assigned HR Consultant. Staff should offer a minimum of 2 weeks notice and Manager, Physicians and other Care Providers must provide 4 weeks written notice of resignation. If an employment agreement is in place, employees should offer the notice specified in the agreement. Failure to give proper notice will result in forfeiture of payout for accumulated PTO. The employee's manager will notify the appropriate HR Consultant as soon as he/she is notified of the resignation. The manager may use the *New Hire/Employee Change Form* to notify HR, or may ask the HR Consultant to complete the form for the manager to sign. PTO time should not be used to prolong employment.
2. The HR Consultant will contact the manager to confirm that the employee's resignation has been accepted. Once this is confirmed, the HR Consultant will contact the employee to schedule an exit meeting.
3. On or about the employee's last day of work, the HR Consultant will meet with the employee to collect his/her company property, review the termination clearance form (attached), and, if appropriate, conduct an exit interview. It is the responsibility of the HR Consultant to contact other groups (e.g., Payroll) in advance of the exit meeting to obtain the information required to complete the termination clearance form. If the employee is not able to attend the exit meeting, the HR Consultant will make arrangements to complete the exit process remotely with the employee.

Please note: If the employee is dually compensated, the employee will also need to participate in the University of Cincinnati's exit process with a UC Benefits Counselor. The UCP HR Consultant may advise the employee to contact the UC HR Service Center at 556-6381 to schedule this appointment.

4. If the exit meeting takes place prior to the last day of work, it is the responsibility of the HR Consultant to make arrangements regarding where and to whom the employee should return his/her company property on the last day of work.

5. The HR Consultant will complete a termination transaction in the HRIS system and coordinate with the appropriate payroll contact regarding processing the employee's final paycheck. The HR Consultant will notify Payroll, Finance, IT, and, if applicable, The Health Alliance and Risk Management, of the termination.

INVOLUNTARY TERMINATIONS

1. When a manager believes it is necessary to terminate an employee, the manager of the group should contact the assigned HR Consultant to discuss the issue. Together, the HR Consultant and manager will determine if a termination is appropriate or if other action is better advised prior to termination.
2. If termination is deemed appropriate, the HR Consultant will work with the manager to plan the termination meeting. In preparation for the meeting, the HR Consultant will prepare the termination clearance form. In the case of a position elimination, the HR Consultant will also prepare a termination letter and, if applicable, waiver and release of claims. It is the responsibility of the HR Consultant to contact other groups (e.g., Payroll) in advance of the exit meeting to obtain the information required to complete the termination clearance form.
3. Prior to the termination meeting, the HR Consultant will meet with the HR Manager to review the termination documents for approval. The HR Manager will then forward the documentation to UCP legal counsel for review. Once the documentation has been approved, the HR Consultant should work with the employee's manager to set up a termination meeting with the employee.
4. The HR Consultant and manager will meet with the employee to inform him/her of the termination decision. At the meeting, the HR Consultant will review with the employee the termination clearance form, and, if applicable, the termination letter and waiver and release of claims. The parties will agree on an appropriate manner for the employee to collect his/her personal belongings from the workplace.
5. The HR Consultant will complete a termination transaction in the HRIS system and coordinate with the appropriate payroll contact regarding processing the employee's final paycheck.

SEVERANCE PAYMENTS

1. No severance will be paid for Voluntary Resignations.
2. In cases of involuntary termination /discharge from employment for reasons other than a Position Elimination/Reduction in Force, severance generally will not be given, but may be considered after consultation with UCP legal counsel on an individual basis and in return for signing a release of claims agreement.
3. In cases of Position Eliminations/Reduction in Force, where practical, 2 weeks notice will be given to affected employees. Employees must remain through the date of

release unless approval is given by the manager for the employee to leave early. Severance of one week equivalent pay for each full year of employment (minimum of 2 weeks pay) up to a maximum of 12 weeks pay will be offered to affected employees in return for signing a release of claims agreement.

Accumulated PTO Payout Upon Termination:

PTO may be paid out at termination at the discretion of the manager upon discussion with Human Resources. University of Cincinnati Physicians reserves the right to withhold pay-out of accrued PTO time if the terminating employee failed to provide required notice of termination in writing to the manager, for failure to return UCP property or in cases of termination for cause as determined by UCP (a few examples of cause include but are not limited to theft, forgery, abuse, neglect of duties, violence).

On File

12/23/09

Approved by: _____

Date _____