



TACOMA HOUSING AUTHORITY

Policy No.	HR-50.01
Policy	Employment Separation
Date	September 27, 2009

1. Purpose

To set forth the policies and procedures that govern the various occasions when an employee's employment ends.

2. Sources for Policy

- ▶ *WAC 296-126-050 Employment Records*
- ▶ *Collective bargaining agreements*
- ▶ *RCW 49.48.120 Payment on employee's death*
- ▶ *RCW 49.48.010: Payment of wages due to employee ceasing work*

3. Scope of Policy

This applies to all THA staff.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>Executive Director</i>	▶ Approve all involuntary terminations
<i>Human Resources Dept.</i>	▶ Through Payroll, arrange for the proper payment of wages and benefits upon separation ▶ Conduct all exit interviews ▶ Respond to all requests for references about former THA employees

5. Definitions

<i>Retirement</i>	A departure from employment of an employee who either is at least 55 years old or who, upon leaving employment, will be eligible to begin receive retirement payments.
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6. Forms Associated with this Policy

<i>THA Form HR-50.01(1)</i>	<i>Employment Reference Release</i>
<i>THA Form HR-50.01(5)</i>	<i>Exit Interview Survey</i>
<i>THA Form HR-50.01(10)</i>	<i>Employee Separation</i>

7. Policy

7.1 Separations, Notice and Cash Out of Accrued Leave

Type of Separation	Notice	Cash Out of Accrued Benefits	
		Vacation Leave Up to Forty (40) Days Accrued Cash Out	Sick Leave
<p>Resignation or Retirement Employees may resign or retire at any time. The Human Resources Department or supervisor will request the employee to confirm their resignation or retirement in writing with an effective date.</p>	<p>The employee is requested to give THA written notice at least two (2) weeks in advance of the effective date of their resignation or retirement.</p>	<p>Cash out balance of accrued vacation leave up to forty (40) days unless still in newly hired probationary status.</p> <p>Without the requested notice no payout of V/L.</p>	<p>For resignation, cash out equal to 25% of accrued sick leave up to a maximum accrual of 960 hours (i.e. maximum cash out of 240 hours).</p> <p>For retirement, cash out equal to 50% of accrued sick leave up to a maximum accrual of 960 hours (i.e. maximum cash out of 480 hours).</p> <p>No cash-out if still in probationary status.</p> <p>Without the requested notice, no payout of S/L.</p>
<p>Lay-Offs Lay-offs are separations that result from a lack of work, lack of funds, or other problems unrelated to employee’s job performance.</p> <p>If lay-offs are necessary, THA shall select employees to be dismissed based on their relative qualifications, skills, abilities, attendance, and discipline record.</p> <p>For union-represented staff, the applicable collective bargaining agreement will apply.</p>	<p>Two (2) weeks notice of their lay-off or, at THA’s sole discretion, two (2) weeks pay in lieu of notice.</p> <p>Pay in lieu of notice shall not include any fringe benefits.</p>	<p>Cash out balance of accrued vacation up to forty (40) days leave unless still in newly hired probationary status.</p>	<p>Cash out equal to 25% of accrued sick leave up to a maximum accrual of 960 hours (i.e. maximum cash out of 240 hours)</p> <p>No cash-out if still in probationary status.</p>
<p>Probation Termination Failure of newly hired or newly promoted/transferred staff to complete probation periods. <i>See THA Policy HR-01.15 Probation for Newly Hired or Transferred Staff</i></p>	<p>No notice required and no pay in lieu of notice.</p>	<p>No cash out for newly hired probationary staff.</p> <p>Cash out balance of accrued vacation leave for promoted or transferred probationary staff, up to forty (40) days.</p>	<p>No cash out for newly hired probationary staff.</p> <p>Cash out balance of accrued vacation leave for promoted or transferred probationary staff.</p>

Type of Separation	Notice	Cash Out of Accrued Benefits	
		Vacation Leave Up to Forty (40) Days Accrued Cash Out	Sick Leave
Expiration of Temporary Employment or Employment Contract THA may separate a temporary employee or a contract employee at the end of his or her term of employment.	No notice required and no pay in lieu of notice.	No cash out.	No cash out.
Discipline Staff involuntarily terminated because of discipline. <i>See THA Policy HR-10.50, Discipline of Regular Employees.</i>	No notice required and no pay in lieu of notice.	No cash out.	No cash out.
Death: Employment terminates upon the employee's death. THA will pay wages due and cash outs to the deceased employee's estate or successor as provided by law.	[Not applicable]	Cash out of accrued vacation leave up to forty (40) days.	Cash out equal to 50% of accrued sick leave up to a maximum accrual of 960 hours (i.e. maximum cash out of 480 hours)

To calculate payment of wages due and cash outs of accrued leave, THA will use the rate of pay applicable on the last day actually worked.

7.2 Exit Interviews

THA will endeavor to conduct an exit interview with each departing employee. The exit interview is intended to (i) allow the employee to complete paperwork or other administrative matters associated with his or her departure; (ii) to allow him or her to express any views or concerns about his or her own experience at THA or departure that THA should know; (iii) to allow THA to elicit from the employee ways to improve its performance or its workplace.

7.3 Recall and Reemployment

THA's collective bargaining agreements govern recall rights of laid-off regular, represented employees.

7.4 References for Former Employees

Only the Human Resources Department has the authority to respond to requests for job references about former THA employees. The Human Resource Department shall provide only the position title(s) held and the dates that the former employee's employment began and ended, unless THA receives the former employee's written and signed request to reveal more information.