Supervisor notifies Sr. HR Specialist (HR Director if terming)

**Start**

**Resignation OR Termination**

Termination process is reviewed and approved by CEO/ President

 **Termination**

 **Resignation**

Sr. HR Specialist advices replacement process

Supervisor develops communication plan as needed, including staff coverage, responsibilities and forwarding electronic files

Supervisor requests written resignation letter and begins replacement process as needed

Management (Supervisor, Coordinator, Director), HR Director & termed employee have a brief term meeting- set date & time to return for personal items if necessary (HR Director is present during the pickup of personal items)

)

Supervisor develops communication plan as needed, including staff coverage, responsibilities and forwarding electronic files

Sr. HR Specialist schedules exist interview with resigning employee

Supervisor collects FCC equipment from employee (keys, phones, PC, etc.) and delivers to Sr. HR Specialist

Sr. HR Specialist sends written notification to IT, EHR and Training departments to inform last date of work. Relias account is deactivated at time of notification

Termed employee escorted out of building by HR Director or HR Director’s assignee

Supervisor meets with employee on last day to collect FCC equipment (keys, phones, PC, etc.) and delivers to Sr. HR Specialist

HR Director will notify IT, EHR and Training departments to deactivate email, Relias and EHR immediately.

Supervisor executes communication plan

IT will arrange plans to migrate Google doc ownership, email and working files to Supervisor unless directed otherwise by the Supervisor

**End**

Supervisor readies the space for reuse

HR confirms the departures access has been discontinued (building entry, Relias, EHR, email, HR data, payroll system, Depot directory)

Sr. HR Specialist sends out Departures email to SLT, EHR, Training, IT, Facilities and Development