

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

405 Employment Termination

Effective Date: 9/1/2003

Revision Date: 12/28/16

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.

Community Services of Northeast Texas, Inc. (CSNT) will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to CSNT, or return of CSNT-owned property. Suggestions, complaints, and questions can also be voiced. Employees will receive their final pay in accordance with applicable state law.

The Governing Board of Directors approves the employment termination of the Executive Director, Head Start Director, Human Resources Director, Finance Director and any other person in an equivalent position with the Agency [*Pursuant to the Office of Head Start On-Site Review Protocol 642(e)(iv)(IX)*]. The Governing Board of Directors actively participates with input and approval of the Personnel Policies and Procedures. Annually the Personnel Policies and Procedures are brought before the Governing Board for discussion and approval. Minutes of meetings support the Executive Session discussions and approvals of employment terminations of said key staff by the Governing Board of Directors.

The sole and ultimate responsibility and authority for the termination of staff employment lies with the Executive Director, subject to additional approvals by the Governing Board of Directors and Policy Council for the Head Start Director, Human Resources Director, Finance Director or any other person in an equivalent position with the Agency or ratifications as prescribed by law.

Policy Council provides input and approves Personnel Policies and Procedures [*Pursuant to Head Start Performance Standard 1301.3(a)*]. Minutes of meetings support discussion, approval and training on such policies. Policy Council members annually review and approve the agency's procedures concerning employment. Policy Council additionally approves decisions to terminate employment, as the final step of the involuntary termination process, within the Head Start program [*Pursuant to Head Start Performance Standard 1301.3(c)(1)*]. Minutes of meetings support the Executive Session discussions regarding personnel matters, required approvals and training on such policies. This procedure is in compliance with respect to the inclusion of Policy Council in the policy-making process as it pertains to the involuntary employment termination of persons paid primarily with Head Start funds.