# Policy: HR – Separation from Employment

Purpose: To inform employees of their roles and responsibilities during employment separation.

## Policy:

[Company Name] or its employees may terminate the employment relationship at any time, with or without cause. For a voluntary separation, [Company Name] requests the courtesy of a two-week notice; however, it may choose to accept a resignation immediately.

### Procedural Guidelines:

Upon termination of employment, whether voluntary or involuntary, the employee must return all company property, including but not limited to: pagers, uniforms, keys, cell phones and special equipment. In addition, the employee will collect his/her final paycheck and unemployment information, and will complete an exit interview with a member of the management team.

Some actions of serious misconduct may result in immediate involuntary termination. These actions may include, but are not limited to:

* Job abandonment.
* Theft or willful destruction of property.
* Arguing with, intimidating, or fighting with patients, customers/clients, employees or visitors.
* Possessing weapons on company property or at company-sponsored events.
* Using, possessing or testing positive for alcohol or illegal drugs at work.
* Coming to work under the influence of alcohol or illegal drugs.
* Failing to notify a field supervisor and/or management that the employee has taken or is taking a legal drug or other prescribed medication that is known to affect or impair the employee’s judgment or work performance.
* Failing to carry out reasonable job assignments, or insubordination.
* Making false statements on a job application.
* Violating company rules and regulations, or federal, state or local laws and regulations.
* Unlawful discrimination, harassment, or retaliation.
* Violating company requirements related to compliance and other state or federal laws.
* Falsification of records or making false statements in the course of a company investigation.
* Clocking in or out for other employees or alteration of time records or failing to clock in to avoid detection of tardiness.
* Harassment, including sexual, verbal or discriminatory harassment.
* Expiration, revocation, or restriction of state certifications and/or driver’s license.
* Revocation of regional paramedic credentials.
* Patient abuse and/or abandonment or neglect.
* Violation of patient confidentiality.
* Diversion or theft of controlled substances.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_