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Subject: <i>Exit Policy/Procedures for Voluntary and Involuntary Terminations</i>		
Effective Date: 12/1/05	Department: All	Page 1 of 2
Revised Date: 10/1/09		

PURPOSE

To communicate the steps required of the team leader and employee to take upon decision of voluntarily or involuntarily termination. And to ensure all church owned equipment, system access, and purchasing privileges are terminated timely and benefits and payroll information is communicated to employee prior to separation.

REFERENCES

*Exit Checklist
Corrective Action Policy*

POLICY

- A. When an employee decides to terminate the employment relationship, he/she should submit a letter of resignation to their team leader which clearly states reason for separation and final date of employment. The team leader should forward the resignation letter to Human Resources immediately upon receipt.*
- B. Staff who have completed the probationary period, should be taken through the corrective action process preceding termination; unless the decision to leave is based on a mutual decision by both the employee and leadership in which the employee does not wish to go through the corrective action process. Pastoral staff probation period is one year. Non-pastoral staff probationary period is 90 days.*
- C. Corrective Action should be followed according to the Corrective Action Policy.*
- D. Team Leader is responsible for getting ALL returned equipment (Laptop, phone, etc), Keys and Key cards, Purchasing card and any other issued equipment and returning the equipment to the proper departments.*
- E. All LifeChurch.tv property and equipment must be returned upon termination. LifeChurch.tv property and equipment cannot be transferred to a terminating employee without prior approval of HR. In such instance, the fair market value of the equipment will be reported as taxable compensation to the terminating employee.*
- F. Team Leader is required to initiate completion of the Exit Checklist and sign it to ensure all items are taken care of.*
- G. Team Leader is responsible for forwarding the checklist to the Director of Finance no later than the last day of employment, and Finance will forward the checklist to Human Resources (HR).*

PROCEDURES



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Employee notifies Team Leader of their upcoming termination OR decision to terminate employee has been made.

- 1. Team Leaders sends an e-mail notification to Human Resources of the upcoming termination date. Include any special instructions (severance pay, etc).*
- 2. Team Leaders sets up an exit meeting with Employee (occurs on last day of employment, generally) to cover return of equipment and status of final pay and benefits.*
- 3. The HR Coordinator will contact the employee to schedule an exit meeting (meeting time to discuss benefits, final pay, COBRA and exit questionnaire). Every effort will be made to have the exit meeting prior to employee's last date of employment.*
- 4. Team Leader should begin the Exit Checklist and email HR, Finance and IT with termination date and dates for system access/purchasing cards to be terminated. This will facilitate completion of the checklist when it is sent around for sign-off on or before the termination date.*

Exit Meeting between Employee and Team Leader

- 5. Utilize the Exit Checklist to ensure all information is covered and all equipment is returned.*
- 6. Verify employee has met with or scheduled a meeting with HR for exit interview and benefits review.*
- 7. If this is an Involuntary Termination, Team leader should contact HR prior to conducting the termination meeting.*

Routing Checklist and Equipment

- 8. Return all equipment to proper departments (see Exit Checklist).*
- 9. Route checklist (Team leader portion completed) to the Finance Team Leader.*
- 10. Checklist is routed (by Finance) to HR for inclusion in Employee File.*