	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR608
		Effective Date	January 1, 2011
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## POLICY

The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) are committed to fair and consistent labor and employment practice procedures. As an employment practice, an employee who resigns, quits, retires, is discharged, or fails to report after recall from layoff status shall be regarded as "separated" from employment with JHHSC/JHH.

"Probationary," "Temporary," "Casual" and "Float Pool" employees (as defined in the Employment Policy) may be separated from JHHSC/JHH without notice at management's discretion. In addition, continued employment considerations and progressive disciplinary actions do not apply to the listed group of employees.

The contents of this policy do not constitute the terms of a contract of employment and should not be construed as a guarantee of continued employment with JHHSC/JHH. JHHSC/JHH reserves the right to change or modify policies and procedures at any time and without notice.

## SEPARATION CATEGORIES AND REQUIREMENTS

### A. Resignation


An employee wishing to resign in good standing shall submit to the supervisor, at least two scheduled working weeks in advance of resignation, four (4) scheduled working weeks in advance for all RNs and LPNs, a dated and signed notice stating the effective date of resignation. Departments may require four (4) scheduled working weeks in advance for other clinical or management positions. Notice requirements should be communicated to all staff should they differ from this policy. For the purposes of this procedure, vacation days, Paid Time Off and/or floating days shall not be counted as working days. An employee who fails to comply with this requirement shall have such failure documented on the personnel transaction form, and may be considered ineligible for rehire.

### B. Discharge for Disciplinary Reasons

An employee who is discharged for disciplinary reasons (other than job performance) shall be ineligible for rehire. The manager/supervisor is responsible for the documentation of the discharge and disciplinary action. This documentation should be filed in the employee's Departmental Personnel File. Additionally, the manager/supervisor is responsible for documenting the date and reason for separation on an SAP HR Transactions Form which should be forwarded immediately to HR Information Processing Center (HRIPC) along with any additional documentation related to the separation, including a copy of the JHHSC/JHH Disciplinary Action Form, if applicable.

### C. No Call/No Show

An employee who is absent from duty for three (3) consecutive scheduled workdays and who fails to notify the immediate supervisor or department head during the absence shall be considered as having resigned without notice, and shall be separated from JHHSC/JHH as of the date of the last day worked with the notation "**RESIGNATION W/O NOTICE**" documented on the SAP HR Transactions Form. An employee who resigns without notice shall not be eligible for rehire. The manager/supervisor is responsible for notifying the Payroll Office of the separation immediately so that the final paycheck can be issued in conformance with the procedures outlined within this policy. A registered letter should be sent to the employee's address of record, notifying the employee of the separation and the reason. A copy and receipt of the registered letter should be maintained and forwarded with the Transactions Form to HRIPC. Failure to provide the separated employee with such a letter will not, however, alter the separation status of such employee.

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#### **D. Failure to Work for a Period of Twelve (12) Months**

Failure to work, for any reason, for a period of twelve (12) months will be cause to discharge the employee from JHHSC/JHH with the exception of educational leaves and/or leaves which may be governed or affected by legal statutes, e.g., military leave.

#### **SEPARATION BENEFITS**

See Benefits Policy (HR326)

#### **SEPARATION PROCEDURES**

**A.** The date of separation shall be the last day worked. If an employee is separated while on Leave of Absence, date of separation shall be the last day the employee was in pay status.

**B.** In all cases of separation, the manager/supervisor shall submit an SAP HR Transactions form to HRIPC indicating reasons for separation, the last day worked or last day in pay status and whether the employee is eligible for rehire. This Transactions form shall be sent as soon as the separation is known, together with a copy of the employee's written notice of resignation, or a copy of the employee's disciplinary action form or letter, where applicable.

**C.** The supervisor is responsible to see that the employee has returned all JHHSC/JHH property and made appropriate arrangements to meet any outstanding financial obligations, as described later in this section.

##### **a. Uniforms**

An employee who has been issued uniform(s) shall return all such uniform(s) to the Uniform Room (Linen Distribution). The Uniform Requisition (see Appendix II) shall also be signed at this time and given to the employee as proof of return.

##### **b. Keys, ID Badges, etc.**

An employee shall return all JHHSC/JHH ID badge(s) to the Security Office. Other Hopkins property such as keys etc., are to be returned to appropriate supervision.

##### **c. Parking Permits**

Parking permits, if applicable, shall be returned to the Parking Office.

##### **d. Financial Obligations**

Prior to the issuance of the final paycheck, it shall be the responsibility of the Payroll Office to check for **any** outstanding financial obligations that the employee may have to JHHSC/JHH, including, but not limited to, Emergency Loans, Tuition assistance, medical bills owed to JHHSC/JHH, etc. It is the employee's responsibility to make adequate arrangements, as determined by JHHSC/JHH, to fulfill all such outstanding financial obligations. JHHSC/JHH may, in its discretion, make appropriate adjustments to the employee's final pay, including any separation benefit under Section II, to compensate for such outstanding financial obligations.

##### **e. Final Pay**

A separated employee shall receive the final paycheck on the next regularly scheduled payday following the last day worked; provided the proper forms have been completed

timely. A separated employee shall have the option of having the final paycheck mailed to a designated address. In order to exercise this option, the employee shall provide the necessary information and the supervisor will note on the SAP HR Transactions Form submitted to process the employee's termination.

**RE-EMPLOYMENT OF SEPARATED EMPLOYEES**

A. An employee who has been separated and is eligible for rehire, and who applies for re-employment may be given preference, at management's discretions, over applications who have never worked for JHHSC/JHH.

B. An employee rehired after separation shall not receive credit for previous years of Hopkins service for the purpose of determining eligibility for Hopkins benefits, except that, depending on the date of return, the employee may receive credit for previous years of service for the purpose of determining benefits under the pension plan.

C. An employee who is discharged for disciplinary reasons, who has resigned without notice, or who has otherwise failed to fulfill all separation procedures outlined in Section I, shall be ineligible for rehire. **EXCEPTION:** If an employee is discharged for job performance **only**, the employee may be considered for re-employment by JHHSC/JHH provided the employee is qualified for the position and re-employment is approved by the Office of HR Consulting and Labor Relations. (See Demotion Policy)

**SPONSOR**

Vice President, Human Resources

**REVIEW CYCLE**

3 years

**APPROVAL**

1/1/2011

Vice President, Human Resources

Date

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