

TENDER CARE MEDICAL SERVICES, INC.

POLICY & PROCEDURES

Title: Involuntary Separation

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Review Date:

Revision Date:

Originating Department: Human Resources

Approved By:



Purpose:

To establish procedures for processing involuntary separation.

Separation:

Employment with Tender Care Medical Services, Inc, is based on continuing mutual consent. Either the employee or the TCMS may separate the employment relationship at any time, without cause or notice.

Procedure:

Documentation of the circumstances surrounding any separation must be prepared by the Supervisor and require the approval of the employee's Supervisor, Administrator, Human Resources Director and CEO. Employees should not be informed of the separation until all required approvals(CEO , HRD) have been obtained.

Each separation must be documented and processed through the HRIS and must be handled in a confidential manner as possible.

Final Payment:

In accordance with Company policy and all applicable laws and regulations, payment of wages for hours worked will be made.

If the employee has any outstanding authorized debts at the time of separation, the Company can recover such debts by withholding amounts owed for all accrued and unused PTO (as permitted by law) and paying the employee for any remaining hours worked on the final paycheck based on FLSA and minimum wage.