

HUMAN RESOURCES POLICY/PROCEDURENo.
HR-008**OFFICE OF PRIMARY RESPONSIBILITY**

Human Resources

EFFECTIVE DATE:

10/25/2001

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REV.

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SUBJECT: Termination of Employment**REPLACES: N/A****OBJECTIVE:**

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Termination of Employment policy.

SCOPE:

This policy shall apply to all employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes
Administrative Rule 3

POLICY:

It is the policy of the Authority to terminate employment because of an employee's resignation, discharge, or retirement, the expiration of an employment contract, or a permanent reduction in the workforce. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason, and the Authority reserves the right to terminate employment at any time and for any legally valid reason.

Employees are requested to give written notice of their intent to resign. The following guidelines are suggested:

- * Supervisory and managerial employees should give four weeks' notice;
- * All other employees should give at least two weeks' notice.

Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.

Supervisors should send notice of resignation or recommendations for termination to the Human Resources Department for review. This information should be accompanied by the Employee Change Forms and any other supporting documents, such as resignation letters, etc.

Notice of involuntary termination should be handled carefully and discreetly in a private meeting including the employee to be terminated, the immediate supervisor, and another member of management. At its discretion, management may give two weeks' notice of a termination decision or two weeks pay in lieu of notice. The Human Resources Department may attempt to obtain a general release of any legal claims from terminating employees.

The Human Resources Department should conduct an exit interview no later than the employee's last working day. The Human Resources Department should maintain written reports of the termination notice meeting (when applicable) and exit interview and provide the results to both the Department Director and Executive Director

The Human Resources Department is responsible for notifying terminating employees, who are covered by the Authority's group health plan, of their right to continue coverage under that plan.

Terminated employees may be eligible for future employment if recommended by their supervisor and approved by the Human Resources Department. Requests for employment reference should be made in writing to the Human Resources Department and should include an authorization by the employee for the release of the requested information. Generally, the Human Resources Department will limit reference information to verification of the employee's position, job location, and dates of employment with the Authority. All requests regarding reference checks are to be forwarded to Human Resources, whether written or by telephone

Termination and discharge procedures are only guidelines and do not create a legal contract between the Authority and its employees. The Authority reserves the right to implement its policies and procedures as it sees fit. In addition, specified grounds for termination are not all-inclusive since the Authority reserves the right to terminate employment for any legally valid reason.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director *Byron Brooks*

Date: *9 January 2002*

Department Director *A. J. J. J. J.*

Date: *1/14/02*