

Leaving the Company

Resignation

If you decide to leave for any reason, HR and your supervisor would like the opportunity to discuss the resignation before final action is taken. The Company often finds during this conversation that another alternative may be better. If, however, after full consideration you decide to leave, it is requested that you provide the Company with a written two-week advance notice period. Employees must provide a written two-week notice for vacation time to be paid out. Employees must work through the notice period; paid or unpaid leave time may not be counted toward a notice period under this policy. If an employee provides a written two-week notice, but the employee's supervisor decides that it is in the best interest of the employee and/or the Company to waive all or a portion of the two-week notice period, the employee will be paid for the remainder of that period.

Dismissal

Every Company employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in the employ of the Company. The Company may terminate an employee's employment, or an employee may terminate their employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of the Company (except Human Resources and the Site Leader) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Post Resignation

Human Resources will schedule an exit interview with the terminating employee and will arrange for the return of Company property including:

- Company vehicle
- Company computer
- Company cellphone
- Office and vehicle keys
- Company-issued credit cards
- Company manuals
- Any additional Company-owned or issued property or equipment

If any Company-owned or issued property, equipment, or uniforms are not returned, the costs will be deducted from the final paycheck.

All applicable mandatory and optional authorized deductions will be made from his or her final paycheck.

- a) If an employee is involuntarily terminated by the Company, he or she will receive final pay no later than the sixth day after his or her termination.

- b) If an employee is voluntary leaves the Company, he or she will receive final pay on the next regularly scheduled payday following the effective date of resignation.

Benefits

The following summarizes the status and employee rights regarding employee benefits upon termination:

- a. Health Care Plan: Coverage will continue through the last day of the month in which the employee terminates employment (i.e. if terminated on May 2, coverage will continue through May 31). Information regarding continued medical coverage under COBRA at the employee's own expense will be sent to their last known address.
- b. 401K Plan: If the amount of vested funds is less than the amount set by the IRS (currently \$5,000) a check representing full distribution will be sent to the employee's last known address in approximately six weeks. If the amount is greater, information will be sent to the employee's home regarding available distribution options.
- c. Life Insurance: Coverage will continue through the last day of employment
- d. Disability Insurance: Disability insurance coverage will end immediately upon termination of employment. This coverage may not be converted.

References

All requests for references should be directed to Human Resources. No other individual is authorized to speak on behalf of the Company regarding the performance, competence, or other characteristics of any current or former employee. Should a reference request be made to Human Resources, the Company will only provide dates of employment, positions held, and last rate of pay.

Continuation Coverage Under COBRA

Pursuant to the Consolidated Omnibus Budget Reconciliation Act ("COBRA"), continuation health coverage is available to employees and certain members of their families upon certain qualifying events. Details regarding continuation coverage under COBRA can be obtained from Human Resources.