

TRAINING UPDATE

Lab Location: GEC, SGMC & WOMC
Department: Mgmt

Date Distributed: 4/20/2020
Due Date: 5/15/2020
Implementation: 4/20/2020

DESCRIPTION OF REVISION

Name of procedure:
Termination of Employment SGAH.L15 v5
Description of change(s):
<p>Header: changed WAH to WOMC; updated title (<i>to better align with QD terms</i>)</p> <p>Section 4: deleted definitions (no longer applicable)</p> <p>Section 5: updated format and steps to match current Quest process</p> <p>Section 9: added appendix A</p> <p>This revised SOP was implemented April 20, 2020</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

Title	Termination of Employment	
Prepared by	Leslie Barrett	Date: 1/22/2009
Owner	Robert SanLuis	Date: 4/25/2018

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

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1. PURPOSE

This procedure describes the process for voluntary and involuntary terminations.

2. SCOPE

Employment is at will, meaning that either the employee or company can terminate employment at any time, for any reason, with or without cause, or prior notice.

3. RESPONSIBILITY

An employee wishing to terminate employment in good standing is required to provide notice amounting to at least two weeks of working time. Leadership staff is required to give a minimum of four weeks, working time, notice.

Employees providing less than the required notice shall be considered as having resigned not in good standing. An employee who leaves in other than good standing may be deprived of the opportunity for re-employment.

4. DEFINITIONS

NA

5. PROCEDURE

Voluntary Resignations

Step	Action
1	An employee who wishes to resign his/her position must supply proper notice in the form of a signed letter of resignation or e-mail. The letter must include the date the resignation is submitted, the last day the employee should be scheduled for work, and the reason for resignation. The letter should be given to the employee's immediate supervisor.
2	The supervisor will date and initial the resignation upon receipt.
3	The supervisor will then scan the letter and e-mail a copy to the regional director.
4	The supervisor will document the resignation in Manager Self Service using the instructions in appendix A.
5	The supervisor will print a copy of the "Leaving the Company" brochure and provide a copy to the employee. A. Access the HR Service Center site from the Quest homepage. B. Click on "My Team." C. Click on "Terminations" under "Manager Toolbox." D. Click on the "Leaving the Company Brochure" link.
6	The supervisor will enter the employee's remaining schedule into the Workforce Central site. Employees are prohibited from taking PTO after submitting a resignation letter.

Involuntary Terminations

Step	Action
1	A supervisor wishing to terminate an employee must submit a ticket with the HRSC. Involuntary terminations must be pre-approved by a member of the Human Resources Service Center (HRSC).
2	If involuntary termination is approved, the HRSC representative will complete the termination in Manager Self Service and provide the supervisor detailed instructions about the steps that will be taken.

Post-Termination Steps

Step	Action
1	Employees are required to return all Quest Diagnostics and Adventist Healthcare property, which includes, but is not limited to, keys, lab coats, and identification badge(s), prior to departure. A forwarding address should be provided so that a W-2 earnings statement can be mailed to the address of record following the end of the year. Employees will be paid for any accumulated TOP.
2	<p>The supervisor will make the following notifications within 3 days of an employee's last day worked.</p> <ul style="list-style-type: none"> A. Complete the "Computer Password Request Form" and e-mail to the LIS team to terminate Sunquest computer access. B. E-mail "Learning@adventisthealthcare" to request that the employee be terminated in Workday. This will also terminate AHC computer access. C. E-mail the QA team to update training and competency data. The QA team will: <ul style="list-style-type: none"> a. Deactivate MTS (Medical Training Solutions) access after downloading a complete transcript for employee's competency file b. Deactivate CAP access for result proficiency testing, if applicable c. Notify supervisor or designee to move all files (personnel, training and competency) to the inactive location. Inactive files are sent to Iron Mountain for long-term storage at least annually. D. Delete the employee from Humanity.
3	When the employee termination is processed, the employee's supervisor will receive a list of tasks via e-mail. The supervisor must sign off to indicate the tasks were completed. The includes collecting company material and providing the "Leaving the Company" brochure.

6. RELATED DOCUMENTS

Computer Password Request Form (AG.F167)

7. REFERENCES

Manager Self Service Instructions Guide. How to: Manager—Terminate Employee.
 Revised 7/3/19.

8. REVISION HISTORY

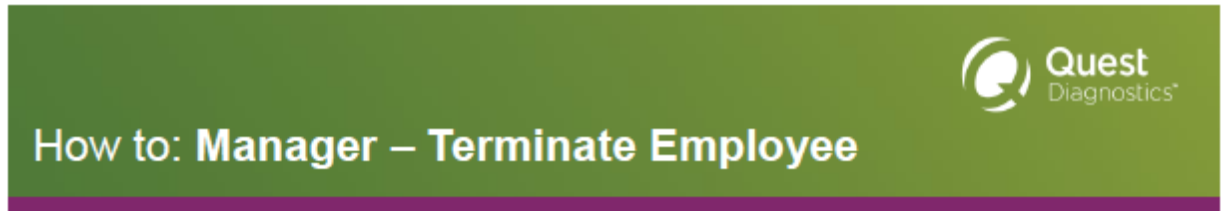
Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L024.002		
000	2/21/2011	Update owner and reference	L. Barrett	L. Loffredo

Version	Date	Reason for Revision	Revised By	Approved By
001	3/7/2014	Section 5: update to Self Service and HRSC processes, revise notification process in step 8 Section 6: add computer form Section 9: remove addenda Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L Barrett S Codina	L Loffredo
2	4/28/2016	Section 5: update Manager Self Service process	S Codina	L Loffredo
3	4/25/2018	Update owner Header: add other sites	L Barrett	R SanLuis
4	4/3/2020	Header: changed WAH to WOMC; updated title Section 4: deleted definitions (no longer applicable) Section 5: updated format and steps to match current Quest process. Section 9: added appendix A	S Codina	R SanLuis

9. ADDENDA AND APPENDICES
 Appendix A: How to Terminate an Employee

Appendix A

How to Terminate an Employee



Audience(s)

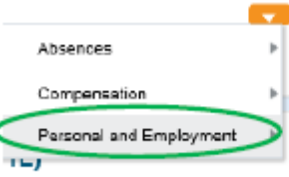
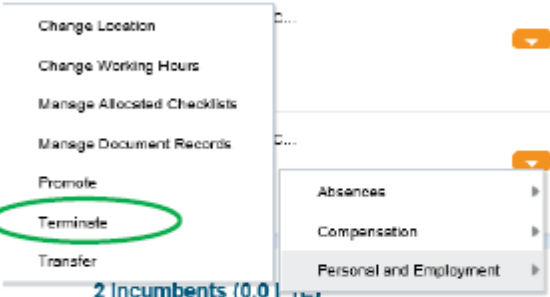

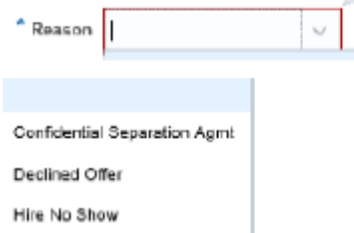

- ✓ Hiring Managers


Objective(s)

In this guide you will learn:

- ✓ How to Terminate Employees

Step	Description/Image
Step 1: Click Navigator in top left corner.	
Step 2: Within the Navigator menu, locate the sub-header My Team and then Click on My Team link.	
Step 3: Click on the List icon on the right hand side of the screen.	
Step 4: Click on the arrow associated with the position title of the employee you wish to update.	
Step 5: Click on the orange arrow on the right hand side of the screen to select the employee whose information you want to change.	

Step	Description/Image
<p>Step 6: Select Personal and Employment.</p>	
<p>Step 7: Select Terminate.</p>	
<p>Step 8: Select Action from drop down menu.</p> <p>Note: Employee Relations COE approval is required prior to any involuntary termination action being delivered to an employee.</p>	
<p>Step 9: Select applicable Reason from drop down menu.</p>	
<p>Step 10: Enter the Notification Date.</p>	

Step	Description/Image
Step 11: Enter the Termination Date.	* Termination Date <input type="text" value="04/11/2019"/>
Step 12: Enter Last Working Day.	* Last Working Day <input type="text" value="mm/dd/yyyy"/>
Step 13: Enter System Access Termination Date. Note: This should be one day after Last Working Day	System Access Termination Date <input type="text" value="mm/dd/yyyy"/>
Step 14: Attach resignation letter, if provided.	Attachments: None +
Step 15: Leave Not Specified under Recommended for Rehire	Rehire Recommendation * Recommended for Rehire <input type="text" value="Not Specified"/> No Not Specified Yes
Step 16: Click on Review.	
Step 17: Click Submit.	