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|  | Lower Providence Emergency Medical Service Standard Operating Guidelines | |
| | Subject: <i>Administration-</i> Termination of Employment/Membership | SOG #100-016 |
| | | Initiated: September 2023 |
| Approved: Chief Christopher J. Reynolds | Revised: N/A | |

Purpose: To ensure uniform and consistent procedures for terminations of employment or membership status, LPEMS has established rules applicable to all such terminations.

All involuntary terminations of an LPEMS Member must be approved by the President of the Board of Directors, Executive Director, and Chief of Operations; involuntary terminations shall be processed in accordance with the provisions outlined in this guideline and the LPEMS Membership Handbook.

Voluntary terminations of an LPEMS Members status shall be approved by the Executive Director and Chief of Operations.

Procedure:

1. When LPEMS initiates a termination (i.e., the member is terminated), the termination is considered involuntary.
2. Involuntary terminations may occur for a variety of reasons, including with cause (i.e., member misfeasance or malfeasance) or without cause (i.e., as a part of a layoff).
3. When practical, members will be warned and counseled.
 - a. However, failure to correct behavior or further violation of company guideline may result in additional disciplinary action, up to and including termination.
 - b. Depending on the nature of the offense, LPEMS reserves the right to terminate any member without warning.
4. Warnings and counseling are to be documented on an LPEMS Disciplinary Form (Appendix 100-015A).
5. LPEMS uses a progressive disciplinary system as outlined in SOG 100-015 and conducts full investigations as outlined in SOG 100-014.

Involuntary Termination (Cause):

- a. The company will inform the member of the reason for termination.
- b. The date of separation will be the members last day worked.

Involuntary Termination (Without Cause):

- a. The members record will indicate an involuntary termination without cause (i.e., from layoff).
- b. Severance pay is:
 - i. Discretionary, based upon several factors (i.e., length of service to the Company, level of responsibility, reason for separation, etc.).
 - ii. No employee is entitled to severance pay upon termination.
 - iii. Given only with the approval of the LPEMS Board of Directors.

6. When appropriate, LPEMS will attempt to schedule and conduct an exit interview with the terminated member(s). An exit interview helps the organization to obtain information that may be useful in improving member relations as well as to provide additional information to the terminated member (Paid) regarding 401(k), COBRA, etc.

7. A Return/ Exchange Form (Appendix 100-016A) must be completed for each terminated member. This form will ensure that the member is terminated in a uniform and consistent manner from all appropriate systems and that LPEMS property is reclaimed.

8. All terminated paid members will be paid in accordance with state and federal laws.

a. Earned but unused Paid Time Off (PTO) will be paid in accordance with LPEMS' s PTO guidelines.

b. Used but unearned PTO time may be deducted from final paycheck in accordance with LPEMS' s PTO guidelines.

9. Health and dental insurance for a terminated paid member will terminate the last day of the month in which the termination becomes effective, unless otherwise noted in a written separation agreement. Short- and long-term disability insurance and life insurance will terminate on the day in which the member terminates.

a. Executive Director is responsible for terminating all insurance and notifying the member of their coverage rights.