

TERMINATION OF EMPLOYMENT

Policy:

It is the policy of the Adjutant General's Department to terminate employment because of an employee's resignation, discharge, or retirement; or a permanent reduction in the workforce. Discharge can be for any reason not prohibited by law. Employees are free to resign at any time and for any reason, and the Adjutant General's Department reserves the right to terminate employment at any time and for any reason not prohibited by law.

Comment:

- (1) Employees are requested to give written notice of their intent to resign. Failure to give written notice may result in ineligibility for reemployment. The following guidelines are suggested:
 - (a) Supervisory and managerial employees should give four weeks' notice;
 - (b) 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.

- (2) Supervisors should send notices of resignation or recommendations for termination to the Human Resources Department for review. This information should be accompanied by any needed supporting documents, such as performance appraisals or disciplinary reports. All terminations must be cleared by the Human Resources Department and signed by the Adjutant General.
- (3) Notice of involuntary terminations should be handled carefully and discreetly, preferably in a private meeting between the employee to be terminated, the immediate supervisor, and another member of management.
- (4) The Human Resources Department will provide the exit interview form and this should be given to the employee no later than the employee's last working day.
- (5) The Human Resources Department will maintain written reports of the termination notice meeting (when applicable) and exit interview. Pertinent items requiring managerial review and needed changes of policy should be brought to the attention of the Human Resources Department.
- (6) The supervisor will be responsible for securing the return from terminated employees all Agency property in their possession, such as Adjutant General's Department identification cards, keys, tools, and cars. If the employee owes the Adjutant General's Department any money or is responsible for any lost or damaged property, those accounts will to be forwarded to the Comptroller's office for collections.
- (7) The Human Resources Department is responsible for notifying terminating employees who are covered by the State's group health plan of their right to continue coverage under that plan.
- (8) Terminating employees may be eligible for future employment if recommended by their supervisor and approved

Kansas Adjutant General's Department – State Human Resources Guidelines

2011

10/2011

REFERENCE: K.A.R. 1-11-1

by the Human Resources Department. Terminating employees who wish to be considered for future employment should inform the Human Resources Department.

- (9) Requests for employment references 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. The Human Resources Department will not release reference information without the employee's authorization, or will limit the information to verification of the employee's position, job location, and dates of employment with the Adjutant General's Department.