

Agenda Item 7.8

TERMINATION OF EMPLOYMENT

Employees desiring to terminate their employment relationship with RAILS are urged to notify RAILS at least two weeks in advance of their intended termination. Such notice preferably should be given in writing to the employee's supervisor. ~~Proper notice generally allows RAILS sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the final paycheck. Proper notice generally allows RAILS sufficient time to calculate all accrued overtime and vacation payout (if applicable), as well as any other amounts to which the employee may be entitled, so that these can be included in the final paycheck.~~

As mentioned elsewhere in this handbook, all employment relationships with RAILS are on an at-will basis. Thus, although RAILS hopes that RAILS' relationship with employees is long-term and mutually rewarding, RAILS reserves the right to terminate the employment relationship at any time.

Exit interviews with Human Resources are normally scheduled for outgoing employees after the notice of intent to terminate is received. The purposes of this interview are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all RAILS' property that may be in the employee's possession (e.g., keys), and to provide employees with an opportunity to discuss their job-related experiences.

Employees who terminate their employment relationship with RAILS are welcome to reapply for employment with RAILS in the future. If rehired, such employees will not be credited for any previous service with RAILS.

Commented [SD1]: It is unclear why vacation payout is not specifically addressed in the policy, as this is a common and important component of final compensation.

Suggested language:
Proper notice generally allows RAILS sufficient time to calculate all accrued overtime and vacation payout (if applicable), as well as any other amounts to which the employee may be entitled, so that these can be included in the final paycheck.