346: Termination of Employment

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Section: Human Resources
Subject: Termination of Employment
Approved by: Tony Massey
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Policy Owner: Director of Human Resources

Policy

Massey Services prioritizes our team members' well-being and aims for continuous employment. This policy serves as a guide, ensuring fairness and transparency during challenging circumstances such as termination, layoffs, and rehiring. We value every team member's contribution and are committed to navigating these processes with empathy, fairness, and respect for all involved.

Termination

At Massey Services, while our aim is to sustain ongoing employment for all team members, circumstances may arise that require the termination of employment. It is imperative that every termination, whether initiated by the team member through resignation or by the company, is documented in writing by the team member's immediate supervisor for inclusion in the team members’ personnel file.

- Team members are expected to return all Company property, including equipment, uniforms, manuals, credit cards, service tablets, keys, and any other company assets upon termination of employment.
  - Failure to return Company property may result in a Payroll Deduction
- Pay ceases on the last active workday.

- Upon termination of employment, payment will be made for unused vacation time except for when a team member resigns without notice, provides less than a 14 calendar-day notice, or is discharged for cause
- Benefits including medical, dental, vision, and Aflac are active until the end of the month of termination. Team members will have the option to continue their Group Health and Dental coverage at their own cost under COBRA.
- Short- and long-term disability and life insurance ends as of the last day of work.

Discharge

When a team member's continued employment is not in the best interest of the Company, the team member's employment should be terminated.

- Discharge must be approved by the General Manager and Regional/Divisional Manager, or Executive Vice President, in accordance with the "Employee Discipline" policy before it becomes final.
- In all cases of discharge, the manager will give the team member an explanation of the action and document the disciplinary conversation in writing.

Layoff

Massey Services strives for consistent employment, however, economic or business conditions may require temporary workforce reductions. Full-time team members may face layoff based on qualifications, performance, merit, and service length.

- Layoffs should begin with a careful assessment of essential skills required by the Company. Retention decisions should be justifiable, ensuring fairness between newer and longer-tenured employees.
    - Any workforce reduction requires prior review and approval of the Executive Vice President, the Regional Vice President, and the President to ensure compliance with established procedures.
- Team members on layoff status are eligible to receive unemployment compensation payments without incurring penalties.

- Team members on layoff status for less than one year maintain their service continuity unless they refuse a return-to-work request.
- Layoffs extending beyond one year are deemed permanent, resulting in the termination of the employee.

Reemployment

- Team members who voluntarily resign may be considered for reemployment, pending prior approval of the President. If reemployed, such team members are not given credit for their prior service, and they must requalify for most benefits.
  - Team members who have been gone from the Company for less than 30 days may be reinstated with no loss of service, and their benefits may be reinstated immediately.
- Team members who are "discharged for cause" or who otherwise are determined to be ineligible for rehire at termination, will not be re-employed without the express written approval of the President.

Unused Vacation Time

- Compensation for unused paid time off will be determined based on employment date, therefore accurately compensating a terminating team member for actual unused vacation.
- Vacations taken during the current calendar year will be deducted from the number of earned days, and the team member will be paid on the remaining unused days in their final paycheck.
- Unused vacation time compensation calculations will be performed by the Payroll department.
- Team members who resign with a two-week notice or more will be paid for unused vacation provided that no part of the unused vacation is included by the team member in the two-week notice period.
- Discharged team members will not receive compensation for any unused paid time off

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