

SOP Subject	Termination for Non-Disciplinary Reasons	Authorized By	Ken Fong
Category	Human Resources	Status	Draft
Version	1.0	Effective Date	
Date Prepared	January 29, 2007		

Introduction	
Purpose	Provide standard policies relating to non-disciplinary termination
Personnel Concerned	All ResQSoft employees
Directives Cancelled	None
Distribution	Email and SharePoint
Originator	ResQSoft Office of Human Resources

Revision History	
1.0	

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1.0 Standard Operating Procedure Summary: Termination for Non-Disciplinary Reasons

- Unless specified by employment contract, all employment with ResQSoft is considered at-will and may be terminated with notice by either ResQSoft or the employee.
- It is ResQSoft policy to conduct exit interviews with all departing employees to assist ResQSoft in improving processes and policies relating to recruitment, compensation and general operations.

2.0 Standard Procedures

2.1 Resignation

An employee who wishes to resign employment from ResQSoft shall give written notice to his/her supervisor and Human Resources with notification of intention to resign. This action shall be taken at least one full pay period prior to separation or within the period specified by the applicable employment contract. This requirement is in addition to any leave time the employee plans to take prior to leaving the position. Failure to give proper notice may be considered as part of the evaluation for re-hiring if the employee seeks re-employment with ResQSoft.

In general, ResQSoft employment contracts prohibit taking a position with a customer or prospect within some defined period of time. If an employee proposes to take such a position, notification must be provided to ResQSoft and in some cases, permission obtained. Failure to observe the provisions of this Section 2.1 may result in forfeiture of payments for accumulated leave, if any, and such other remedies as may be provided under the applicable employment or consulting contract.

2.2 Termination Without Cause

Unless specified otherwise in an employee's employment contract, ResQSoft employees are employees-at-will and, as such, may be terminated without cause by ResQSoft with 2 weeks notice. Such terminations must be approved by the CEO. Termination without cause shall not affect the employee's right to recover unemployment compensation.

2.3 Exit Interviews

Employees departing ResQSoft, whether voluntarily or involuntarily, must complete the Exit Interview process with Human Resources prior to receiving their final paycheck. The employee must be cleared of all ResQSoft property before separation procedures can be considered complete. See Section 2 for further information concerning clearance.

The Exit Interview will be conducted at the departmental level and led by Human Resources. Exit interviews are used to determine the effectiveness of recruitment, selection and placement processes used by ResQSoft, as well as general organizational improvements and a final accounting and payment to the employee.



3.0 Questions and Comments Relating to Termination for Non-Disciplinary Reasons

Any questions or comments relating to this SOP should be directed to the employee's immediate supervisor. Any deviations from policy must be requested and approved in writing by the [ResQSoft PMO](#).

PMO Use Only

Status	Active SOP
Next Action	Quarterly Progress Review
Next Action Date	April 1, 2007

