

Cornerstone Behavioral Healthcare

PM.19 Termination of Employment

1. INVOLUNTARY TERMINATION

Dismissal

Just as an employee has the right at any time and for any reason to leave their employment at Cornerstone Behavioral Healthcare (CBH), so is it the right of CBH to terminate the employment of an employee at any time with or without cause or prior notice. All positions and employment at CBH are at-will. The employee will be notified in person and in writing at the time of termination. Dismissal is an involuntary separation of a regular employee.

Reorganization or Retrenchment

Elimination of job positions or reassignment of duties may result from lack of funds, changes in federal or state regulations, company or program reorganization, or other changes not related to job performance.

Unauthorized absence

An employee who is absent for three (3) consecutive days without notifying their supervisor will automatically be considered to have “quit”.

2. APPEAL

The employee has a right to appeal an involuntary termination. Please refer to **PM 20 Grievances**.

3. VOLUNTARY TERMINATION

All non-clinical and non-management employees shall be expected to give severance notice, in writing, at least fourteen (14) calendar days prior to termination date, excepting salaried employees, who must give thirty (30) days' notice. All clinical and management staff are expected to provide a 30-day notice of termination. CBH may, at its discretion, waive the notice time and sever the employment relationship immediately.

When an employee leaves voluntarily, and an existing payroll overpayment exists due to CBH error, CBH will recoup any money owed CBH from employee's last check, potentially offsetting earned time compensation that may be due employee.

4. RETURN OF CLIENT RECORDS AND CBH PROPERTY

WHEN AN EMPLOYEE RESIGNS, IS LAID OFF, OR HAS THEIR EMPLOYMENT TERMINATED, THE EMPLOYEE WILL RETURN TO CBH ANY PROPERTY THAT BELONGS TO CBH. ALL CLIENT INFORMATION AND RECORDS IN THEIR POSSESSION WILL BE RETURNED TO CBH. FAILURE TO DO SO WITHIN 72 HOURS WILL RESULT IN POLICE BEING NOTIFIED, AND EMPLOYEE WILL BE REPORTED TO PROFESSIONAL LICENSING AUTHORITIES.

References associated with CBH must first be reviewed by Human Resources before being sent to the requesting employee or another employer.

Frank Willard

CEO

04/22/2025

Date