

3.19 Employment Termination

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to follow certain procedures at the termination of an employee.

Procedure:

Below are examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Discharge** – involuntary employment termination initiated by the organization.
- **Layoff** – involuntary employment termination initiated by the organization for non-disciplinary reasons.
- **Retirement** – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for the retirement from the organization.

Licking/Knox Goodwill Industries, Inc. will attempt to schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Licking/Knox Goodwill Industries, Inc., or the return of Licking/Knox Goodwill Industries' property. Suggestions, complaints, and questions can also be voiced.

Since employment with Licking/Knox Goodwill Industries, Inc. is based on mutual consent, both the employee and Licking/Knox Goodwill Industries, Inc., have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner: all accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and the terms, conditions, and limitations of such continuance.