

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 his/her employment at Cornerstone, so is it the right of Cornerstone BHC to terminate the employment of an employee at any time with or without cause or prior notice. All positions and employment at the Company 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 his/her supervisor will automatically be considered to have "quit".

2. APPEAL

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

3. VOLUNTARY TERMINATION:

All non-clinical and 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. Cornerstone 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 Cornerstone error, Cornerstone will recoup any money owed Cornerstone from employee's last check, potentially offsetting earned time compensation that may be due employee.

RETURN OF CLIENT RECORDS AND CORNERSTONE BHC PROPERTY:

WHEN AN EMPLOYEE RESIGNS, IS LAID OFF, OR HAS HIS/HER EMPLOYMENT TERMINATED, THE EMPLOYEE WILL RETURN TO THE COMPANY ANY PROPERTY THAT BELONGS TO CORNERSTONE BHC. ALL CLIENT RECORDS IN HIS/HER POSSESSION WILL BE RETURNED TO THE COMPANY. FAILURE TO DO SO WITHIN 72 HOURS WILL RESULT IN POLICE BEING

NOTIFIED AND EMPLOYEES WILL BE REPORTED TO THEIR PROFESSIONAL LICENSING AUTHORITIES.

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

A handwritten signature in black ink, appearing to read "Matt Hildner". The signature is written in a cursive style and is positioned above a horizontal dashed line.

CEO/Date Rev. 09/09/20