

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

|                                                                                                                |                                                                     |                                            |                               |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------|-------------------------------|
| <b>SUBMITTED BY:</b><br>Kathleen Swantek                                                                       | <b>DATE SUBMITTED:</b><br>11/89                                     | <b>SECTION:</b><br>Human Resources         |                               |
| <b>BOARD APPROVED ON:</b><br>11/89                                                                             | <b>DATE REVISED:</b><br>10/1/2023, 5/22/2024,<br>6/18/2026, 9/23/26 | <b>SUBJECT:</b><br>Resignation/Termination |                               |
| <b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b><br>02/25/2020, 2/25/2022, 10/1/2023, 5/22/2024, 6/18/2026, 9/23/26 |                                                                     | <b>POLICY#</b><br>ED-031                   | <b>PAGE #:</b><br>Page 1 of 5 |

**I. APPLICATION**

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It is the policy of the organization to ensure continuity of services. The services are vital to the success of the organization operations, all employees are requested to give two (2) week written notice, or in the case of management personnel, a 30-day written notice in the case of voluntary resignation. Employees who voluntarily resign and provide a written two-week notice, which is worked in full, will be eligible to receive payment for any accrued and unused vacation time. Employees who fail to provide or complete the required two-week notice will forfeit payment of accrued vacation time. Employees whose employment is terminated by the organization are not eligible for payment of accrued vacation time.

Employees who are required to report to the office for a termination meeting will be compensated at their regular hourly rate for the duration of the meeting. This paid time must be documented on the employee's final time sheet.

Exceptions may be made at the sole discretion of the Executive Director or designee in cases involving the employee's serious illness, death of an immediate family member, or other extraordinary circumstances that reasonably prevent the employee from providing or completing the required notice period.

**III. DEFINITIONS**

**Voluntary Resignation:** A letter written by an employee to announce his or her intent to leave a position or office of employment currently held.

**Termination:** Action taken by the executive director or board officer which permanently removes an employee from payroll.

**IV. NOTIFICATION/PROCEDURE**

**TERMINATION PROCEDURES BY EMPLOYER**

**WHO**

Program Supervisor

**DOES WHAT**

1. Makes written recommendation to appropriate division director. Includes written documentation supporting the

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

|                                                                                                                |                                                                     |                                            |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------|
| <b>SUBMITTED BY:</b><br>Kathleen Swantek                                                                       | <b>DATE SUBMITTED:</b><br>11/89                                     | <b>SECTION:</b><br>Human Resources         |
| <b>BOARD APPROVED ON:</b><br>11/89                                                                             | <b>DATE REVISED:</b><br>10/1/2023, 5/22/2024,<br>6/18/2026, 9/23/26 | <b>SUBJECT:</b><br>Resignation/Termination |
| <b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b><br>02/25/2020, 2/25/2022, 10/1/2023, 5/22/2024, 6/18/2026, 9/23/26 |                                                                     | <b>POLICY#</b><br>ED-031                   |
|                                                                                                                |                                                                     | <b>PAGE #:</b><br>Page 2 of 5              |

recommendation which includes all prior corrective actions on the organization approved form.

Division Director

2. Reviews program supervisor's recommendation and consults with the human resource manager/designee.
3. Forwards recommendation to executive director.

Executive Director

4. Reviews recommendation of division director/human resource manager
5. Acts upon recommendation and provides written notification to program supervisor/division director/human resource manager

Program Supervisor

6. Coordinates a date, time and location of meeting with employee/executive director/division director.
7. Records the length of the termination meeting in the electronic timekeeping HRIS system.

Program Supervisor/Division Director/Executive Director/Designee

8. Provides written notice of termination, approved by the executive director, to the employee.

Human Resource Manager /Designee

9. Within 48 business hours completes payroll status change in payroll system and saves supporting documentation to personnel file.

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

|                                                                                                                |                                                                     |                                            |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------|
| <b>SUBMITTED BY:</b><br>Kathleen Swantek                                                                       | <b>DATE SUBMITTED:</b><br>11/89                                     | <b>SECTION:</b><br>Human Resources         |
| <b>BOARD APPROVED ON:</b><br>11/89                                                                             | <b>DATE REVISED:</b><br>10/1/2023, 5/22/2024,<br>6/18/2026, 9/23/26 | <b>SUBJECT:</b><br>Resignation/Termination |
| <b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b><br>02/25/2020, 2/25/2022, 10/1/2023, 5/22/2024, 6/18/2026, 9/23/26 |                                                                     | <b>POLICY#</b><br>ED-031                   |
|                                                                                                                |                                                                     | <b>PAGE #:</b><br>Page 3 of 5              |

Senior Account Clerk

10. Makes arrangement for final paycheck to be distributed at next scheduled payroll.

**RESIGNATION PROCEDURES BY EMPLOYEE**

**WHO**

Employee

**DOES WHAT**

1. Provides written notice to program supervisor of resignation.
2. Submits written resignation notice to the human resource manager immediately (if submitted to supervisor on weekend submits to human resource manager the following business day). If the employee provides only a verbal notice of termination the program supervisor must provide the information to the human resource manager in writing immediately (if submitted to supervisor on weekend submits to human resource manager the following business day).
3. Approves final time sheet electronically.
4. If written resignation from employee is not received, sends out acceptance of verbal resignation letter to employee within 2 business days of receipt of verbal resignation.
5. Within 48 business hours completes payroll status change in payroll system and saves supporting documentation (i.e., written resignation) to personnel file. An exit interview is automatically assigned upon processing the employees termination.

Program Supervisor

Human Resource Manager  
/Designee

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

|                                                                                                                |                                                                     |                                            |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------|
| <b>SUBMITTED BY:</b><br>Kathleen Swantek                                                                       | <b>DATE SUBMITTED:</b><br>11/89                                     | <b>SECTION:</b><br>Human Resources         |
| <b>BOARD APPROVED ON:</b><br>11/89                                                                             | <b>DATE REVISED:</b><br>10/1/2023, 5/22/2024,<br>6/18/2026, 9/23/26 | <b>SUBJECT:</b><br>Resignation/Termination |
| <b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b><br>02/25/2020, 2/25/2022, 10/1/2023, 5/22/2024, 6/18/2026, 9/23/26 |                                                                     | <b>POLICY#</b><br>ED-031                   |
|                                                                                                                |                                                                     | <b>PAGE #:</b><br>Page 4 of 5              |

Senior Account Clerk

6. Makes arrangement for final paycheck, including compensation for accrued vacation and sick time. In the case of voluntary termination, the final paycheck is distributed to the employee on the next regular pay day.

**NO CALL NO SHOW PROCEDURES**

**WHO**

**DOES WHAT**

Program Supervisor

1. Notifies human resource manager immediately and at least within 24 hours and attempts to contact the employee to schedule a performance review meeting within 24 hours of no call no show. If the no call no show occurs over the weekend the program supervisor will notify the human resource manager on Monday of the following week.

Human Resource Manager  
/Designee

2. If supervisor attempt is unsuccessful, sends correspondence regarding the no call no show and unable to contact within 2 business days. The correspondence gives the employee five (5) working days to contact their supervisor to address the performance issue.
3. If the employee does not contact their supervisor by the deadline specified in the correspondence, it will be considered a voluntary resignation.
4. If employee resigns, updates payroll system and saves supporting documentation to the personnel file within 48 business hours. An

**BLUE WATER DEVELOPMENTAL HOUSING, INC.**  
**POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

|                                                                                                                |                                                                     |                                            |                                             |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------|---------------------------------------------|
| <b>SUBMITTED BY:</b><br>Kathleen Swantek                                                                       | <b>DATE SUBMITTED:</b><br>11/89                                     | <b>SECTION:</b><br>Human Resources         |                                             |
| <b>BOARD APPROVED ON:</b><br>11/89                                                                             | <b>DATE REVISED:</b><br>10/1/2023, 5/22/2024,<br>6/18/2026, 9/23/26 | <b>SUBJECT:</b><br>Resignation/Termination |                                             |
| <b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b><br>02/25/2020, 2/25/2022, 10/1/2023, 5/22/2024, 6/18/2026, 9/23/26 |                                                                     | <b>POLICY#</b><br>ED-031                   | <b>PAGE #:</b><br>Page <b>5</b> of <b>5</b> |

exit interview is automatically assigned  
upon processing the employee's  
termination.

Senior Account Clerk

5. Makes arrangement for final paycheck,  
including compensation for accrued  
vacation and sick time when appropriate.