

# CREDIT UNION EMPLOYEE TERMINATION POLICY

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## EMPLOYEE TRAINING PERIOD

During the six-month training period, an employee who does not appear to be suited for the work for which he/she was hired may be terminated either by their own decision or by a decision of management and is entitled to salary due for the actual hours worked.

## RESIGNATION

We hope that you will be with us for a long time and have a desire to develop your career opportunities here. However, should you decide to leave, we ask you to give sufficient notice so that arrangements can be made for a replacement. Two weeks notice should be given. If, in the opinion of management, it would be to the best interest of you and the credit union, you might be asked to discontinue your employment at the time your resignation is submitted. Your earned but unused vacation time will be paid to you upon resignation.

## EXIT INTERVIEW

If you are terminating your employment for any reason (resignation or dismissal) the following procedure should be followed:

1. Notify-your direct supervisor of your intention to resign if the termination is voluntary.
2. Establish the exact date of your termination with your supervisor.
3. Schedule an appointment to complete an Exit Interview prior to your final day of service.
4. Indicate your desire as far as the continuation of any benefit.
5. Unused vacation benefits will be paid according to the terms of vacation schedule.

## DISMISSAL

Although we have a very stable work environment, it may be necessary, from time to time, to terminate an employee because of staff reorganization, cut-backs in workload or similar situations. Should this occur, your earned but unused vacation time will be paid to you.

Here is a list entitled "GROUNDS FOR DISCIPLINARY ACTION OR TERMINATION" which has been reviewed by management and the Board of Directors as some reasons which could be considered as grounds for disciplinary action or termination. This is not to say, however, that other problems that might arise are exempt from disciplinary action or termination.

An employee may be subject to disciplinary action which may include dismissal, for performing one of those acts which are considered to be a violation of the rules of conduct. The credit union reserves the right to make the final decision regarding payment of earned vacation.

## **GROUNDINGS FOR DISCIPLINARY ACTION OR TERMINATION**

1. Unauthorized disclosure of safe combinations.
2. Failure to follow written policy, guidelines or directives.
3. Misuse of sick leave when not sick or pre-authorized.
4. Unauthorized expenditures of credit union funds.
5. Disclosure of confidential information.
6. Abuse of the telephone, making personal calls on company time. Making unauthorized long distance calls on company telephone.
7. Leaving the credit union building without authorization during your normal working hours.
8. Excessive tardiness.
9. Dishonesty-Fraud-Theft-Embezzlement.
10. Force balancing of accounts.
11. Personal profit at credit union expense.
12. Unauthorized use of credit union resources for personal gain.
13. Accepting kick backs or payoffs from vendors.
14. Willful disregard of State Law, regulations, or credit union by-laws.
15. Failure to obey a direct order.
16. Being under the influence of, or possessing or using alcohol or illegal drugs during worktime.
17. Performing unauthorized transactions on your own account or account on which you are a joint-owner.
18. Physical abuse of another employee or member.
19. Carelessness, disloyalty, or bad attitude toward the credit union, your job, the members, or fellow employees.
20. Carelessness in regards to personal hygiene and appearance.
21. Bad credit rating.