

Dorchester Presbyterian Church
Separation Notes
Session approved: November 21, 2017

- 1) When an employee resigns, a letter of resignation should be given to the supervisor and/or Personnel committee, and the original copy should be placed in the employee's file.
- 2) If possible, both the church and the employee, out of consideration for the other, have a responsibility to provide adequate notification.
- 3) An employee's final pay should be calculated including unused vacation days through the employee's last day of work as noted in the resignation letter. If the employee is asked to leave immediately, the employee should still be paid through the last day of the resignation notice including unused vacation days.
- 4) At the Session's or the GSS Board's discretion, some form of severance pay may be offered at the time of any separation.
- 5) An exit interview should be conducted by at least two persons, as determined by the Personnel Committee, to evaluate the circumstances surrounding the separation, whether voluntary or involuntary.
- 6) The interview should be structured to address reasons for separation, terms of separation including verification of final pay, and the employee's comments, concerns and suggestions.
- 7) At the time of any type of separation, the employee should return any property (passwords, manuals, keys, etc.) belonging to the school and/or church within five days (and vice-versa).
- 8) Only supervising staff may be used as references for former employees of GSS and DPC, and such references will be considered "neutral" unless requested and returned in writing. Phone references will only include dates of employment, positions held, and pay scale.