

SEPARATION FROM EMPLOYMENT

Regardless of your reason for leaving New Haven, our practice is to separate our relationship in a manner that is honest, private, respectful, and appropriate. If you leave us voluntarily, we wish you well, trust that you have gained valuable experience and have enriched the lives of some of our youth. We thank you for your contribution to New Haven. If you leave because the employment relationship has been below our expectations, then we may part with mixed feelings but hope that you have gained worthwhile experiences here and still share in our passion for helping change futures. This section is to acquaint you with information on our processes as you transition out.

FORMS AND PROPERTY DISPOSITION (at Termination)

Paperwork will be processed to communicate your termination date and reflect your final shift information. Your personnel file, completed with documentation regarding your termination, will be placed in an inactive state and maintained under the control of Human Resources. Access to all New Haven files, records and information regarding our youth and/or their families will be terminated immediately.

The disposition of New Haven property (keys, pagers, computers, phones, vehicles, debit or credit cards, etc.), reimbursable expenses, unpaid overtime, petty cash receipts, and other affairs should be settled prior to your leaving New Haven. You will also be asked to turn in your identification badge (if one has been issued to you), any materials that belong to New Haven (whether or not developed by you) and your hard copy of this manual, if one has been provided to you. Your access to our computer systems and/or the Company web site will also be terminated.

If you have personal items to be removed from the premises and cannot take them with you prior to your final shift, please coordinate with your supervisor and/or a representative designated by Human Resources to retrieve personal items at a mutually convenient time. Personal items left on the premises longer than 30 days may be disposed of at any time by New Haven.

RESIGNATIONS

Voluntary termination most often results when an employee voluntarily resigns his or her employment at New Haven. It can also occur if you fail to report to work for three consecutively scheduled workdays without notice to, or approval by, your supervisor.

Although you may resign at will, at any time without notice, if you anticipate resigning your position with us, we ask that you make every effort to provide us with sufficient notice, preferably at least two weeks in advance. The 14 days notice excludes any vacation time you might have coming or wish to take off. If you decide to leave us, please provide the following to your supervisor: written notice of your desire to terminate, the reason, and the effective date of your resignation. Your supervisor will then submit the appropriate change reports to Human Resources and coordinate an exit interview with HR before or immediately following your last day of work.

When you meet with Human Resources during your exit interview, you will receive information regarding benefit termination/conversion, receive direction as to the disposition of your final check, and you will be expected to return the all New Haven property and/or property acquired during your service to New Haven that is not personally owned by you.

The exit interview is voluntary and in no way affects reference information about you. It is only to assist us in making continued improvements to New Haven by fully understanding your reason for leaving us, to gather information about your experience here, and to close out your paperwork. Should you wish to decline the exit interview, arrangements may be made for return of New Haven property and receipt of your final paycheck following your final shift.

INVOLUNTARY TERMINATION

While it is hoped that our relationship will always be mutually satisfactory, less than satisfactory performance and/or violation of New Haven policies and rules may warrant corrective and/or disciplinary action, including discharge. New Haven may, at its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. Our policy of corrective action in no way limits or alters our at-will employment relationship.

SUSPENSION (ADMINISTRATIVE LEAVE)

Suspension may occur for two reasons:

- As a result of conduct that is determined to be unacceptable but, in consideration of past performance and/or extenuating circumstances, is not determined to mandate discharge, a suspension may be imposed. Non-exempt employees may be suspended without pay in periods of a day or more; however, exempt employees will be administered suspensions in full week periods.
- Should your conduct ever be under investigation due to allegations by other employees or by the youth (or their representative) that we serve, we may find it necessary to place you on Administrative Leave until the results of the investigation are complete. Every effort will be made to conduct a thorough, professional, and appropriate investigation as quickly as feasible, maintaining every effort to respect one's confidentiality on a need to know basis yet ascertaining the facts of the alleged incident. Should the investigation be found to support the concern, disciplinary action will be administered and the unpaid period of time in question will remain unpaid. Should the investigation remain inconclusive and/or unsubstantiated, you will be paid for any regularly scheduled shifts for which you worked, up to, but not exceeding, your normally scheduled work hours.

REDUCTIONS IN FORCE

Under some circumstances, New Haven may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, we will certainly attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, New Haven will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.