

Children's Home Society of South Dakota Human Resources Policy		
Document ID HR55	Title Termination/Reinstatement of Employment	Date Approved 11/21/2025
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PURPOSE

The purpose of this policy is to provide consistent guidance for the termination and reinstatement of employment at CHS/CHF. This policy outlines the steps to ensure all terminations are administered fairly and uniformly, whether due to resignation, retirement, or discharge. To support smooth transitions, employees are encouraged to provide adequate advance notice of their intent to resign.

SCOPE

This policy applies to all employees of CHS/CHF, across every department and location. It establishes consistent standards, expectations, and procedures for the organization and is intended to ensure fairness, compliance, and clarity in the administration of human resources practices.

PROCEDURE

1. Resignations:

- a. Resignations should be in writing and submitted to the Program/Operations Director or the employee's direct supervisor.
- b. Employees are required to provide the following notices prior to termination for their resignation to remain in good standing:
 - i. Director level positions and above: four-week notice
 - ii. All other roles: two-week notice
- c. In some cases, even if an employee provides advance notice of resignation, they may be required to vacate their position immediately. In these situations, final pay and any remaining PTO balance will be handled in accordance with CHS/CHF policy.

2. Abandonment of Position: Employees who are absent for three (3) consecutive scheduled working days without being excused or giving proper notice will be considered as having voluntarily quit.

3. Administration:

- a. A notice of employment termination will be forwarded to Human Resources immediately following termination.
- b. Final payment will be issued on the next scheduled paycheck.
- c. The final check may include pay for accrued but unused paid time off and deductions as allowed by law.
- d. Employees must return all CHS/CHF property before their final check is released.
- e. Checks will only be released to the employee.
- f. An employee's elected health plan insurance will end on the last day of the month following the termination date. An employee, unless dismissed for gross misconduct, has the option of conversion or portability of individual life insurance, and/or to continue Medical/Dental Benefits in accordance with The Consolidated

Omnibus Budget Reconciliation Act ("COBRA") regulations. The Human Resource Department will provide information on COBRA.

4. Termination:

- a. Employment at CHS/CHF is at-will, and either the organization or the employee may end employment at any time, with or without cause and/or notice.
- b. Any recommendation to end employment must be reviewed and approved by the Vice President Human Resources (VPHR) and program leadership. Final approval may be required from the CEO or designee.
- c. Termination procedures are only guidelines and do not create an employment contract between CHS/CHF and its employees. CHS/CHF reserves the right to implement its policies and procedures as it determines in its sole discretion.
- d. An employee terminated for violation of CHS/CHF policies and procedures will not be eligible for rehire.

5. Reinstatement:

- a. If an employee is rehired, benefits may be reinstated as determined by the appropriate plan documents.
- b. Health Benefits: An eligible employee will be entitled to receive health benefits on the first of the month, following thirty (30) days of re-employment. In some cases, benefits may be reinstated sooner, according to the Affordable Care Act.
- c. Paid Time Off: An eligible employee whose employment ends and who is rehired within twelve (12) months will be reinstated to the level of accruals that existed when the employee terminated employment.
- d. Retirement Plan and 401(k) Elective Deferral Plan: An eligible employee who has met the eligibility requirements of the Plan will become eligible to participate in the Plan as determined by the plan document.
- e. Short Term Disability and Long-Term Disability: An eligible employee who is rehired within twelve (12) months will have their previous work while in an eligible group apply toward the waiting period.
- f. Group Life & Accidental Death & Dismemberment Insurance: An eligible employee will become eligible to participate in the Plan on the first of the month following thirty (30) days of re-employment.