



## **TERMINATION OF EMPLOYMENT POLICY**

### ***Policy Statement:***

Highpoint Academy, Inc. is committed to ensuring that when termination of employment is being considered, every employee is treated fairly and equitably in accordance with Highpoint Academy's Philosophy and all [Florida Employment Laws](#).

### ***Grounds for Terminating an Employee***

An employee may be the subject of disciplinary action for matters relating to their performance, capacity or conduct, including but not limited to the following:

- Unsatisfactory work performance
- Serious and willful misconduct
- Repeated violation of Highpoint's published Policies, Rules, Regulations and Protocols.

Highpoint Academy Inc. will not terminate the employment of an employee for unsatisfactory work performance unless the employee first undergoes oral reprimand, written reprimand, sent home without pay, suspension without pay and Administrative Leave with Pay. Only if the unsatisfactory performance continues after a reasonable period of time for improvement has allowed will termination be considered.

### ***Termination***

If the decision is made to terminate the employee's contract of employment with Highpoint Academy Inc., the employee will be given:

- a letter of termination
- payment of outstanding salary checks

On termination, the employee must immediately return all Highpoint Academy's property that are in the employee's possession.

### ***Documentation***

Administrators will document all discussions and actions which occur when they counsel an employee in relation to unsatisfactory performance, unacceptable conduct or policy violation. In addition, they will take detailed notes of all their actions and discussions with an employee before and during the disciplinary actions. All documents are sent to the Business Manager who will file all pertinent documents electronically in the employees file.

If disciplinary action is taken against an employee, documentation will be placed inside the employee's personnel file . Documentation must contain a summary of the nature of the allegations, the outcome of any investigation undertaken, and the disciplinary action taken.

The employee should be asked to sign the documentation as an acknowledgement that they understand and agree to its contents.