



Purpose

Mission Yogurt intends to handle employee terminations, voluntary and involuntary terminations in a professional manner with minimal disruption to the workplace.

At-Will Employment

As a result of such at-will relationship, all employees of Mission are free to resign or leave their employment at any time and for any reason, with or without cause, and with or without notice, subject only to the applicable requirements of state or federal law. Likewise, Mission Yogurt is free to discontinue your employment at any time for any reason, with or without cause, and with or without notice, subject only to the applicable requirements of state and federal law.

Final Pay

An employee who resigns or is discharged will be paid through the last day of work, less outstanding loans, advances or other agreements the employee may have with the company, in compliance with state laws.

Voluntary Terminations

A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation to his or her supervisor or when an employee is absent from work for two consecutive shifts and fails to contact his or her supervisor. This is considered job abandonment.

Procedures

1. Employees are requested to provide a minimum of two weeks' notice of their intention to separate from the company to allow a reasonable amount of time to transfer ongoing workloads. The employee should provide a written resignation notification to his or her manager. Upon receipt of an employee's resignation, the manager will send the human resource (HR) department a copy of the resignation letter and any other pertinent information (e.g., employee's reason for leaving, last day of work).
2. **For job abandonment, the manager will send a text/e-mail to the employee on the beginning of the 2nd day indicating "if we don't hear from you within the next 6 hours we will consider your employment at Mission Yogurt as a voluntary job abandonment." If there is no response after the allowed timeframe send the screen shot/e-mail to HR for documentation.**
3. Store managers will coordinate the employee's out-processing. This process will include the employee's returning all company property (e.g., keys, ID cards, parking passes)
4. (In process) HR will send out an exit survey of 3 questions after employee's final day.

Involuntary Terminations

The inability of an employee to perform the essential functions of his or her job with or without a reasonable accommodation may also result in an involuntary termination. An employee may also be discharged for any legal reason, including but not limited to: misconduct, tardiness, absenteeism, unsatisfactory performance or inability to perform.

Goal: To ensure all employees who are involuntarily terminated receive the final check within the required timeframe mandated by law. In Colorado pay is due and payable immediately except: If the accounting unit is located off the worksite, the employer shall deliver the check for wages due the separated employee **no later than twenty-four hours** after the start of such employer's accounting unit's next regular workday to one of the following locations selected by the employer:

Procedures

1. Before any action is taken to involuntarily discharge an employee, the employee's manager must review all documentation with an Operations Manager and be certain that we have just cause. Please refer to THE CODE OF CONDUCT (please note that this is not an all-inclusive list) or EMPLOYEE HANDBOOK FOR POLICIES AND PROCEDURES.
Examples include:
 - Excessive unexcused absenteeism or tardiness (more than three times in two months).
 - Excessive warnings-written (three infractions in six months).
 - Coming to work or working under the influence of an illegal drugs, drug paraphernalia or alcoholic beverage or in an intoxicated condition. Remember in a drug or alcohol suspicion will you send the employee for testing at one of our drug testing facilities ONLY after two managers have made a consistent observation of employee. Please see below for procedures.
2. HR must be notified by email and phone during 7:30-5:30 business hours immediately following an involuntary termination with the term paperwork. After business hours please email the termination paperwork with any supporting disciplinary documents to hr@missionyogurt.com. Then please follow up with a phone call the next business day so we can arrange delivery of the terminated employees check.

Observations by Management if Suspicion of Drug or Alcohol Use

Observation should be made by two members of management. Immediately upon notice of this type of concern, the supervisor or some available manager or HR personnel should go to this employee's work area for firsthand observation. At first, they should observe the employee from afar, but usually they will need to talk with the employee directly to observe any perceived smell of alcohol, eye dilation, slurred speech or other behaviors.

Documenting Observations

Both observers should clearly document their observations, including any abnormal behaviors. Documenter's want to be as specific as possible in their descriptions but not attempt to diagnose the situation. For example, an observation may include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted, watery, involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).