

	Policy Level Companywide	Policy No. HR-022	Page Page 1 of 3
	Department Human Resources	Version No. 1.0	Effective Date 05/01/2020
EMPLOYMENT SEPARATION POLICY Issued: 05/01/2020			

Table of Contents

1.0 Purpose..... 1

2.0 Scope..... 1

3.0 Definitions..... 1

4.0 General Policy 2

5.0 Benefits..... 2

6.0 Final Pay 2

7.0 Severance Pay..... 3

8.0 Return of Property..... 3

9.0 Eligibility for Rehire..... 3

10.0 Approvals..... 3

1.0 Purpose

This Policy addresses the separation of employment between Constellis, LLC and its affiliates (the “Company” or “Constellis”) and its employees.

2.0 Scope

This policy applies to all Constellis employees; employees covered by a CBA, the CBA will take precedence.

3.0 Definitions

- Voluntary Termination is a termination of employment initiated by the employee or by mutual agreement with the employer. Voluntary terminations include, but are not limited to, resignation, retirement, and job abandonment.
 - The following are considered Job Abandonment
 - No Call/No Show for 3 consecutive days
 - Not returning from a Leave of Absence as originally approved and scheduled
 - Not responding to return to work requests from management or Human Resources
- Involuntary Termination is a termination of employment initiated by the employer in which the employer elects to end the employment relationship. Involuntary terminations include, but are not limited to, termination with or without cause, layoff, and reduction in force.

EMPLOYMENT SEPARATION POLICY	Policy Level Companywide	Policy No. HR-022	Page Page 2 of 3
	Department Human Resources	Version No. 1.0	Effective Date 05/01/2020

4.0 General Policy

It is the Policy of Company to ensure that all employee separations are handled in a professional manner with minimum disruption to the workplace.

Employment with Constellis is voluntary and subject to termination by either the employee or Constellis. Terminations by Constellis can be done with or without cause and with or without notice subject to all applicable laws and Collective Bargaining Agreements (“CBA”) that may exist. Nothing in this Policy shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of Constellis employees.

Company initiated separations will be made in good faith and ensure fair treatment of all employees without regard to race, religion, color, sex, national origin, age, veteran status, pregnancy, sexual orientation, mental or physical disability, or any other protected characteristics as established by applicable law. In addition, the Company will follow all applicable Federal or State laws and regulations pertaining to separations of employment.

All employees and supervisors will be required to follow the Company’s Separation Procedures, in order to complete a separation of employment.

5.0 Benefits

Medical/Dental/Vision Insurance: If an employee has medical and/or dental insurance through the Company, it will continue through the end of the month in which the employee terminates. The employee may elect to continue coverage through COBRA. The employee will be solely responsible for the monthly premiums required to continue coverage through COBRA.

Group term life insurance: Coverage will cease on the day of termination. The employee will be mailed additional information about converting their group term life insurance policy.

401(k)/Nonqualified Deferred Compensation Plan: Employees should direct any questions concerning their 401(k) account and/or Nonqualified Deferred Compensation account to the financial institute that administers their plan.

Health Savings Account (HSA): The HSA belongs to the employee and stays with the employee even after separation. Once funds are deposited into the HSA, the account can be used to pay for qualified medical expenses tax-free, even if the employee no longer has HDHP coverage.

Flexible Spending: Employees participating in the Health Care and/or Dependent Care FSA will have 60 days from their last day of employment to submit expenses incurred through their date of separation for reimbursement. If they do not submit the appropriate documentation by that deadline, any unreimbursed funds will be forfeited back to the plan in accordance with IRS regulations. The employee may elect to continue coverage through COBRA.

6.0 Final Pay

Employees will be compensated through their last day of work. Final paychecks will be processed on the normal payroll cycle following the date of separation except where mandated differently by State

EMPLOYMENT SEPARATION POLICY	Policy Level Companywide	Policy No. HR-022	Page Page 3 of 3
	Department Human Resources	Version No. 1.0	Effective Date 05/01/2020

law or as governed by a CBA. In cases of an employee's death, the final pay due to the employee will be paid to the deceased employee's estate or as otherwise required by State law.

Any accrued and unused Personal Time Off (PTO), Vacation and/or Sick leave will be paid out in accordance with applicable Federal or State Laws or as governed by a CBA.

Any advances, outstanding loans, or other agreements the employee may have with the Company will be deducted from the employee's final paycheck, in compliance with State Laws or as governed by other agreement.

7.0 Severance Pay

No employee is entitled to severance pay upon termination of employment unless governed by a CBA or other agreement.

8.0 Return of Property

Employees must return all Company property at the time of separation, including, but not limited to: uniforms, weapons, equipment, cellphones, keys, laptops, badge cards, and credit cards. Failure to return items may result in deductions from the employee's final paycheck where state law allows.

9.0 Eligibility for Rehire

Employees who leave the Company in good standing with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position.

Employees who are involuntarily terminated by the Company for cause or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job will not be eligible for rehire.

10.0 Approvals

All involuntary terminations must be approved in accordance with the Delegation of Authority Policy.

RELATED DOCUMENTS

- Paid Leave Policy
- Separation Procedure
- Delegation of Authority Policy

VERSION HISTORY

	Version	Version Date	Author	Description
1	1.0	05/01/2020	Beth A. Skoletsky	Initial Version