

# Hopkins Policy & Document Library (HPO)

## *Policy Buzz*

### *Separation Policy FAQs*

<b>Policy Name</b>	<a href="#">Separation (HR921)</a>
<b>Planned Publication Date</b>	7/1/2020
<b>New or Revised Policy</b>	Revision of HR608
<b>Policy Manual Name</b>	<a href="#">JHHS/JHM Human Resources Manual</a>

### ***Purpose of the Policy***

The purpose of this policy is to establish reasonable and consistent standards related to employee separation of service, including voluntary and involuntary terminations. This will also allow separation of service to be addressed in an effective manner and with minimal disruption to the workplace and enable the organization to recruit and hire a qualified replacement in a timely manner.

### ***Scope***

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins All Children's Hospital
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Sibley Memorial Hospital
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

### ***What You Need to Know***

- ✓ No person is employed for any specific term or duration or pursuant to any contract of employment.
- ✓ Shifts the purpose to allow for separation of service to be addressed in an effective manner with minimal disruption to the organization
- ✓ Streamlined notification period across JHM:
  - 2 weeks – Unlicensed non-exempt
  - 4 weeks – Unlicensed exempt staff
  - 4 weeks – licensed non-exempt and exempt staff, supervisor, manager and above
- ✓ All employees must be terminated in a timely manner to eliminate the risk of access to PHI, PII or other sensitive organizational data

For questions pertaining to this policy, please contact your local HR Business Partner or HR department

**More Information:** See the entire policy by clicking on this link:

[https://hpo.johnshopkins.edu/enterprise/policies/157/42440/policy\\_42440.pdf](https://hpo.johnshopkins.edu/enterprise/policies/157/42440/policy_42440.pdf)

