



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1
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"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Termination of Employment

**Purpose**

To outline the policies and procedures regarding termination of employment from GSI.

**Policy**

Termination of employment with GSI can occur for a variety of reasons including resignation, retirement, the expiration of an employment contract, elimination of a position, reduction-in-force, layoff or termination. In the absence of a specific written agreement to the contrary, all employees are free to resign at any time, and for any reason, and GSI reserves the right to terminate employment at any time and for any reason. (Please refer to Policy #HR-0110 Employment At Will).

When an employee's services will no longer be required due to lack of work, the end of a contract, reduction in funding, reorganization, consolidation of work, elimination of positions or mismatch of qualifications with available positions, Corporate Recruiting will attempt to identify another position for the employee within GSI.

**Procedure**

Employees shall provide written notice of their intent to terminate their employment. Failure to give written notice may result in ineligibility for reemployment. The following guidelines are suggested:

- Supervisory and managerial employees should give four week's notice; and
- All other employees should give at least two week's notice.

Employees absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily resigned.

Notices of voluntary resignation should be forwarded to the Corporate Human Resources Department. All terminations must be coordinated thru the Sr. Director of Corporate Human Resources. Any recommendation for termination should be accompanied by the necessary supporting documents, such as performance appraisals or prior disciplinary reports (See Policy #HR-0125 Employee Disciplinary Actions). At its discretion, management may give notice of a termination decision or severance pay in lieu of notice. The Sr. Director of Corporate Human Resources will request that employees sign a general release agreement upon termination. No severance pay will be awarded if involuntary termination occurs due to the loss of a contract and the employee is subsequently hired by the new employer.

The Corporate Human Resources Department will maintain written reports of any termination meeting and/or exit interview.

Any employee who terminates employment with GSI shall return all GSI and government property including files, records, keys, and any other materials that are property of the Company or the government.

An employee's benefits will be affected by the termination of employment in the following manner. All accrued vested benefits that are due and payable at termination will be paid in accordance to normal

payroll processing (unless state mandates otherwise). Some benefits may be continued at the employee's expense if the employee elects to do so. The employee will be notified of those benefits eligible to be continued under the Consolidated Omnibus Reconciliation Act (COBRA) and of the terms, conditions, and limitations.

In the event that the employee damages property or owes money to the Company at the time of separation, the employee will be expected to pay such sum to the Company upon separation, make suitable arrangements for the repayment of the amount owed or with the employee's authorization, and be deducted from the employees' final paycheck. An employee's failure to discharge his or her debt in this manner may result in collection proceedings.

Terminated employees may be eligible for future employment if recommended by their supervisor and approved by the Corporate Human Resources Department. Terminated employees who wish to be considered for future employment should inform the Corporate Human Resources Department.

While discharge (Involuntary Resignation) may occur for any reason not prohibited by law, termination for Cause may occur immediately, or after the disciplinary process described Employee Disciplinary Actions Policy #HR-0125, when the employee's conduct or performance does not meet GSI standards.

Events where Termination for Cause may be warranted include but are not limited to:

- Theft of GSI or Government property
- Actual or serious possibility of compromise of proprietary information
- Physical aggressiveness flagrant violation of policy
- Flagrant violation of security policies and procedures
- Sabotage, espionage
- Commission of a serious crime
- Misrepresentation of information supplied by the employee during the hiring process or later
- Insubordination
- Lashing out at a co-worker Supervisor or customer
- Argumentative disagreements with a co-worker, supervisor or customer
- Poor judgment
- Waste of time or materials
- Misuse of GSI resources including electronic systems
- Substandard performance or other ineffective performance.
- Inability of an employee to be granted the required security clearance (within a reasonable period of time) or loss of the security clearance required for a position may result in Termination for Cause.
- Customer request