



Terminating Benefits Eligible Employees

Dear Pastors, Principals and Administrators,

After you have worked with Human Resources to assist you with the termination of an employee there are a few housekeeping issues to consider to finalize this process. Below you will find them listed:

1. Documents the employee must receive before or with their final pay check (all these documents are available on the HR website at <http://hr.archchicago.org/en-us/administrators/administratorshome.aspx>):
 - Benefits Summary for Terminating Employees (if **not** due to Reduction in Staff)
 - Severance Policy (if due to a Reduction in Staff)
 - School Staff should receive “When You Leave Your School”
2. When determining final pay for a benefits eligible employee consider:
 - Health and Dental Premiums: ensure the employee has paid for coverage through the last month of employment.
 - Vacation benefits: pay out all unused and accrued vacation.
 - Sick days **are usually not compensable** upon termination, only under special circumstances; call HR at 312-534-5360 for assistance.
 - Personal days **are not** compensable upon termination.
 - Determine if employee is eligible for 2 weeks of pay in lieu of notice (applies when termination is not due to misconduct or voluntary quit).
 - Wages: for teachers, contact your school’s OCS Representative for a copy of the Per Diem form to calculate if contracted pay is due by the next scheduled pay date (legally we cannot continue to defer pay for teachers that elected 26 pays). Non-exempt employees: process final pay from timesheet covering the employee’s last day worked.
 - Unless the employee requests that deductions for 403(b) contributions not continue, they should be withheld through the last paycheck to ensure the employee does not lose out on any matching contributions.
3. To process termination of benefits and payroll the following must be done:

Prepare the document transmittal; please include the reason for the separation and the effective date. Then mail/fax to Human Resources to terminate the benefits. HR will terminate the employee in BAS. Click on this link for the transmittal form:

http://hr.archchicago.org/LinkClick.aspx?fileticket=B6_-cfpi6vY%3d&tabid=420&mid=2407&language=en-US

- Contact in a timely manner the person who processes payroll so that they will have sufficient time to process wages, vacation, health deductions, etc.
- If termination is due to an employee not returning from a Leave of Absence due to their own illness, refer them to contact HR at 312-534-8276 about the Long Term Disability application and process.
- Terminate in payroll, indicating date and termination reason. **Employees will continue to be included in Fringe benefits billing until they are terminated.**
- Contact Finance Department/DVO to update your budget.
- If the employee is a teacher or principal, process all OCS required forms (ex. Termination of Employment Report, Release of Local School Teacher Records, etc.) Contact your Regional Director or School Personnel at 312-534-5257 for assistance with these forms.

4. Post Termination Needs

- Collect keys (possibly change locks), cell phones and other parish/school items.
- Change computer password.
- Remove person's name from any directory, website, database/software (i.e. IOI payroll, PDS, Quickbooks, PowerSchool, etc.), bank/credit or other financial parish/school accounts.
- Let other employees know that terminated employee will not be returning, but do not provide any confidential/sensitive details surrounding the termination. Simply state, "_____ is no longer working for the parish/school. Please contact _____ going forward."
- Be aware that a representative from NSN Employer Services will contact your location via email or phone if a terminated employee applies for **Unemployment benefits**. Please share all pertinent information with NSN as they work for the Archdiocese to assist all locations with protests for unemployment benefits and any other related claims.

HR Mailing Address:

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 Human Resources Department
 835 N. Rush St.
 Chicago, IL 60611

HR website:

<http://hr.archchicago.org>

HR Email address:

hr@archchicago.org

HR Fax Number:

(312) 534-5345