



Policy: Termination
Effective: 1/19/2019

POLICY

Barona Resort & Casino is committed to ensuring staff member terminations are handled in a professional manner with minimal disruption.

There are two types of terminations: voluntary and involuntary.

Voluntary termination of employment occurs when a staff member informs his or her supervisor of their resignation. Staff members who decide to end their employment with Barona are requested to give a two-week written notice to their supervisor.

Involuntary termination of employment is a management-initiated dismissal. Progressive discipline may be used, prior to termination, to correct performance issues. However, certain types of staff member misconduct are so severe that one incident of misconduct will result in immediate dismissal without the prior use of progressive discipline.

Before proceeding with involuntary termination action, management should review all appropriate policies, factual findings and discuss with a Human Resources Consultant.

PROCEDURE

- Once the decision has been made, the manager completes a Payroll Action Form and forwards it to the Human Resources Department, with the effective date and the reason for separation.
- If a voluntary termination, include the letter of resignation.
- If an involuntary termination, schedule time to review with a Human Resources Consultant prior to making decision to terminate. Once decided, the manager should include documentation of the final incident with the Payroll Action Form.
- At the cessation of employment, whether voluntary or involuntary, the staff member should check-out with a Human Resources representative to ensure that their records are up-to-date.
- A permanent mailing address will be needed to ensure timely receipt of the W-2 Wage and Tax Statement.
- Human Resources may request a brief exit interview.
- The Gaming Badge, as well as uniforms and any other Barona property must be returned at the end of employment.
- Uniforms are to be returned within 90-days from termination date. The uniform deposit will be refunded on the next scheduled pay date, after receipt of uniforms.
- If a staff member does not complete the check-out procedures, including not returning company property, deductions will be made in accordance with prior authorizations.
- Arrangements for the staff member's final paycheck will be made at the end of employment.

- When a staff member's employment has been involuntarily discharged, he or she may not enter the property for a period of 45-days. If a staff member's employment ends due to voluntary discharge, i.e. resignation or retirement, there is no 45-day cooling off period, unless the department head (Director or above) has reason to implement such cooling off period.