

295 – Employee Separation Policy

Approved by GWA Board of Directors 11/19/2015

Separation is the complete separation from employment at George Washington Academy.

George Washington Academy (GWA) reserves the right to initiate any steps toward employee separation. All steps toward employee separation will be documented by the Executive Director, Administrative Services Director or supervisor in accordance with Utah law H.B. 345. GWA shall also provide all disciplinary records to prospective employers as designated by Utah law H.B. 345.

When an employee separation is designated, GWA will follow the guidelines of Utah law S.B. 242.

Employee Separation Payment Guidelines:

- Unpaid wages and compensation of the employee becomes immediately due
- Payment of wages will be within 24 hours of separation
- Wage check will be delivered in one of the follow methods:
 1. Mailed with a postmark one day after separation
 2. Directly deposited into the separated employee's account
 3. Hand delivered to the separated employee

Separated employees will work with the Administrative Services Director to resolve any additional employee benefits such as health insurance, retirement funds, PTO days, or life insurance policies.