

## **POLICY MANUAL**

### **CHAPTER 6 - HUMAN RESOURCES POLICIES**

#### **6.3 EMPLOYEE SEPARATION OF EMPLOYMENT**

##### **PURPOSE**

It is the policy of the Mississippi Lottery Corporation (“MLC” or the “company”) to ensure employee separations, including voluntary and involuntary terminations or those due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace.

##### **POLICY**

###### **At-Will Employment**

Employment with the MLC is voluntary and subject to termination by the employee or the MLC at will, with or without cause, and with or without notice, at any time. Nothing in this policy shall be interpreted to conflict with, eliminate or modify in any way the employment-at-will status of MLC employees.

###### **Voluntary Terminations**

A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to his or her immediate manager or when an employee is absent from work for three consecutive workdays and fails to contact his or her manager (i.e., MLC will consider this to be voluntary job abandonment).. Employees are requested to provide a minimum of two weeks’ notice of their intention to separate employment. The employee should provide a written resignation notice to his or her manager.

###### **Procedures**

1. The HR department will coordinate an employee’s departure from the company. This process will include the employee’s return of all company property including, without limitation, his or her employee identification card, door access card, laptop computer, iPad or other tablet, cell phone, fuel cards, automobiles, keys etc.; deactivation of email (forwarded to the department manager) and any access to all areas of the company; a review of the employee’s post-termination benefits status; and the employee’s completion of an exit interview. An employee will be required to sign a wage deduction authorization to deduct the costs of Company property from the final paycheck. The MLC reserves the right to pursue criminal charges for failure to return company property.
2. Employees who possess a security clearance must meet with the security officer for a debriefing no later than their last day of employment.
3. No employee of the MLC who terminates his or her employment with the MLC may represent any vendor or retailer before the MLC for a period of one (1) year following termination of employment with the MLC.

4. No former officer of the MLC, or an entity owned, in whole or in part, by a former officer of the MLC, shall solicit or accept employment or enter into a contract for compensation of any kind with a vendor of the MLC within one (1) year after termination of employment with the MLC.

### **Death of an Employee**

A termination due to the death of an employee will be made effective as of the date of death.

### **Procedures**

1. Upon receiving notification of the death of an employee, the employee's manager should immediately notify HR. If HR is notified by family member of the deceased, HR will notify the MLC Division Sr. VP and the employee's immediate supervisor.
2. The benefits administrator will process all appropriate beneficiary payments from the various benefits plans.
3. The employee's manager should ensure the payroll office receives the deceased employee's hours worked.

### **Final Pay**

An employee who resigns or is discharged will be paid through the last day of work in compliance with state law. Employees are not entitled to pay based on remaining PTO.

In cases of an employee's death, the final pay will be paid to the deceased employee's estate or as otherwise required under state law.

### **Health Insurance**

Medical, dental and vision insurance coverage terminates on the last day of the month the employee separates employment or is terminated. An employee will be required to pay his or her share of insurance premiums through the end of the month via their final payroll. Information about COBRA continuation coverage will be mailed to the employee by the MLC's COBRA benefit administrator.

### **Exit Interview**

The HR department will contact an employee who voluntarily resigns to schedule an exit interview on the employee's last day of work.

### **Eligibility for Rehire**

Employees who leave the MLC in good standing with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position. Rehired employees will not retain previous tenure when calculating longevity, leave accruals or any other benefits, unless required by law.

Employees who are involuntarily terminated by the MLC for cause or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.