

PROCEDURE

Action by:

Action:

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| New Hire | 8. When applicable, notifies department director if a waiver has been approved or if there are issues in regards to the waiver. |
| Human Resources | 9. When applicable, notifies new hire and department director 2 weeks prior to end of 60 day grace period of pending termination due to documentation not being received. |
| | 10. Takes action or no action. |
| | 11. Processes paperwork if provided by new hire (repeats steps 5-9). |
| | 12. Initiates termination process if no documentation received by end of 60 day grace period. |
| | 13. Reinstates New Hire if provides acceptable document received within 30 days of termination. |