

River Valley Child Development Services

Termination of Employment Policy

Effective: January 1, 2010

River Valley Child Development Services, hereinafter referred to as RVCDS, expects employees to give a minimum of ten work days written notice of resignation to their respective Program Director/ Supervisor, so the process of filling the position may begin. RVCDS reserves the right to terminate employment prior to employee stated resignation date, if doing so is of greater benefit to the program.

If a Program Director determines that an employee should be terminated, he/she must provide supporting written documentation to the Executive Director. The Executive Director will review documentation and will make a final determination.

