

maintenance enforcement. Northwest Community Action, Inc. shall make the appropriate deductions and arrange for payment to the garnishing agency until the garnishment is satisfied.

ARTICLE XII - TERMINATION OF EMPLOYMENT

Section 12.1 - Voluntary Resignation

The Executive Director may terminate his/her employment by submitting a letter of resignation that clearly states his/her reasons for resignation to the Board of Directors. The letter shall provide a minimum of four (4) weeks' notice.

Employees classified as Exempt wishing to terminate shall be required to submit a letter of resignation clearly stating his/her reason(s) for resignation to the Executive Director giving not less than four (4) weeks' notice of intentions.

Employees classified as Nonexempt may terminate employment with NWCA by submitting a letter of resignation clearly stating his/her reason(s) for resignation, giving no less than two (2) weeks' notice to the Executive Director through the supervisor or Program Director.

Section 12.2 - Involuntary Termination

The Executive Director may terminate any employee with cause as set forth in these Personnel Policies or if the employee is working in a project that is terminated or if the project has a reduction in funding to the extent that it will not justify the employee's continued employment. The above is not applicable to probationary employees who may be terminated for whatever reason during the probationary period.

The Board of Directors, on recommendation of the Personnel Committee, may terminate the Executive Director's employment with evidence of the same causes or reason stated above.

ARTICLE XIII - EMPLOYEE BENEFITS

Section 13.1

All employees shall be covered by FICA, Workers' Compensation, and State Unemployment coverage when applicable.