



## 2.7.2 Termination of Employment Policy

### Intent

The purpose of this policy to ensure that the termination of employees is handled respectfully, with due diligence and with a minimum of disruption to company business.

### Scope

This policy applies to all employees always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to termination from the company. Where a Collective Agreement is silent on the issue, this policy shall dictate termination requirements for unionized employees. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### Guidelines

The employer classifies termination of employment into three categories:

1. Administrative
2. Voluntary
3. Involuntary

#### Administrative

Administrative terminations are generally due to retirement, failure to return to work in a timely manner after an approved leave of absence, permanent or long-term disability where the employee is unable to perform his or her job duties, with or without reasonable accommodation, or the death of an employee.

#### Voluntary

Voluntary terminations are a result of the employee handing in their resignation or, from job abandonment. "Job abandonment" shall be defined as the failure to report back to work after missing three consecutive business days without prior notification or approval from management.

In the event of a voluntary termination or resignation, managers should attempt to retain the employee if it is in the company's best interest, if this is not possible, the manager should attempt to determine the employee's specific reason for leaving.

Resignations should be confirmed by the employee's manager, in writing, and are binding on the employee and the company and cannot be changed except by agreement. Employees who voluntarily resign may be considered for re-hire.

*\*The employer requests, as a courtesy, that employees voluntarily resigning their positions provide at least two weeks written notice to allow the company time to find a suitable replacement. Failure to give adequate notice may result in an unable-to-rehire status.*

#### Involuntary

Involuntary terminations are generally due to unsatisfactory performance, misconduct, layoff due to reduction or reorganization of the work force, or failure to meet the expectations of the company. The employer reserves the right to



terminate an employee with or without cause and with or without prior written notice in accordance with applicable laws.

The employer will take an employee's service record into consideration prior to any involuntary termination. If the employee has previously proven to be a valuable company asset, the employer may explore the possibility of a performance improvement plan, demotion, or transfer.

Except for termination of employment due to layoff, position elimination, lack of work or other non-performance related reason, an employee who is involuntarily terminated may not be eligible for rehire. If an employee is rehired, and has failed to disclose an involuntary termination at another location of the employer, the employee will be terminated for falsification of employment records.

*\*In all categories of termination, the employee will be paid all accrued, unused vacation pay through the last date of employment. The employee will receive his/her final paycheck in accordance with applicable federal and provincial laws.*

All terminated employees must return all company property, including, but not limited to keys, parking passes, security passes, company identification, as well as any client lists or other confidential information.

Staff who leave the employer for a reason other than termination with cause or layoff, will meet with a management representative to have an exit interview. The exit interview allows the employee to openly disseminate information pertaining to his/her work experiences at the company. These interviews will be held in confidence. The employer shall compile pertinent information from exit interviews to create feedback which may be used for future considerations towards company policy, and management directives.

In all categories of termination, the employee will be paid all accrued, unused vacation pay through the last date of employment. Management will arrange for and disburse all final monies owing to the staff member and discuss arrangements with respect to benefits. Upon notice of an employee's resignation/termination, managers must immediately alert the general manager for their property and the payroll department to provide the details of the termination including the last day of work, etc. The payroll department will prepare a Record of Employment (ROE) for the departing employee, and fulfill all final payment requirements in accordance with provincial and federal legislation.

## **RELEVANT DOCUMENTS**

Exit Interview Policy