

Policy & Procedure Manual

TERMINATION OF EMPLOYMENT PROCEDURE - HR-II-3

POLICY:

Any employee planning to terminate his/her employment must provide a written letter of resignation stating the reason for termination and an effective date (see Policy HR-III-15 Termination of Employment).

Human Resources will prepare a "Notice of Termination" for each terminating employee as directed by the letter of resignation or by the appropriate Supervisor/Manager/Director.

PURPOSE:

1. To ensure that each employee has an accurate termination record.
2. To ensure that the terminating employee receives proper termination pay.

PROCEDURE:

1. The Supervisor/Manager/Director receiving a letter of resignation from an employee, will date stamp and initial the letter and forward it to Director, Human Resources. At this time, the Supervisor/Manager/Director will also forward any outstanding approved mileage and lieu time claims documentation.
2. The Human Resources Department will complete, for signatures, two copies of a Notice of Termination Form (ET-HR-1) as per direction of the letter of resignation and/or the Supervisor/Manager/Director, ensuring that any outstanding mileage/lieu time owing documentation is attached.
3. Notice of Termination will be signed by the Executive Director and the Director of Human Resources. The Human Resources Department will ensure that the proper signatures are affixed to the Notice of Termination prior to distribution.
4. The forms, duly signed, will be distributed to Finance by Human Resources in a timely fashion. The Human Resources copy will be filed in the employee's personnel file.

POLICY: HR-II-3
DEPARTMENT: Human Resources
CATEGORY: Human Resource Documentation
EFFECTIVE DATE: November 2019
SUPERSEDES VERSION DATED: August 2009
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RECOMMENDED BY: Director, Human Resources

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, appearing to be 'S. H. ...', written over a horizontal line.

OPTIONS NORTHWEST NOTICE OF TERMINATION

POLICY HR-II-3
APPENDIX A

DATE: _____

NAME: _____ EMPLOYEE NUMBER: _____

CLASSIFICATION: _____ S.I.N.: _____

STATUS: _____ AREA OF ASSIGNMENT: _____

FORWARDING ADDRESS: _____

TELEPHONE: _____ DATE OF HIRE: _____

LAST DAY PAID: _____ TERMINATION DATE: _____

REASON FOR LEAVING: Resignation
CRA Code - E - Quit

HUMAN RESOURCES DIRECTOR

EXECUTIVE DIRECTOR

HUMAN RESOURCES ONLY

TERMINAL VACATION PAY: _____

PAID HOLIDAYS: _____

FLOATS: _____

LIEU TIME OWING: _____

MILEAGE OWING: NO YES To be confirmed by supervisor

HUMAN RESOURCES
COORDINATOR

DATE

HUMAN RESOURCES x PAYROLL _____

ET-HR-1