

Policy & Procedure Manual

TERMINATION OF EMPLOYMENT – HR-III-15

POLICY:

Termination of employment may result for various reasons. Regardless of the circumstances of the termination, OPTIONS will ensure all of the appropriate documentation is completed as required and that employees are made aware of personal information related to their termination of employment.

An employee's date of termination, wherever possible, will be the employees actual last working day. Any final vacation pay, statutory holidays, etc. owing will be added to the employee's final pay deposit. Payroll advances are not allowed upon termination of employment.

In most circumstances, the Finance Department will not issue a Record of Employment until the regular pay is issued for the pay period in which the employee terminates.

Terminated employees are required to return to his/her supervisor, any agency property that may have been loaned, i.e. keys, books, laptop, VISA, etc.

PURPOSE:

To ensure that all employees are aware of requirements/expectations surrounding termination of employment.

PROCEDURE:

NOTE: All employees who leave the employ of OPTIONS on their own accord (regardless of the reason), must submit a written notice of termination to their Supervisor, which will then be initiated by the Supervisor and will be forwarded to the Human Resources Department for processing. Once an employee submits a written notice of termination, it shall not be rescinded unless recommended by the Director, Human Resources and approved by the Executive Director. Requests to rescind a notice of termination must be submitted to the Director, Human Resources with a full explanation of the reason for the request.

Resignation

Letters of resignation should contain an effective date and state the reasons(s) for the resignation. It is good employment ethics for all employees to give as much advance written notice of termination of employment as possible for continuity of people supported.

Resignation (continued)

and services and to ensure all of the required documents can be prepared and processed.

All management personnel are expected to give at least one (1) months notice prior to termination.

All non-union non-management staff members are expected to give at least two weeks notice prior to termination.

Bargaining Unit employees should refer to their respective collective agreements regarding any required notice to employer. Advance notice of termination is encouraged.

Layoff

In the event of a layoff, the employer will give the affected non-union employees as much advance notice as is possible. Bargaining Unit employees should refer to their respective collective agreements regarding a layoff situation.

Discharge by the Employer

During the probationary period, new employees may be dismissed without notice. Non-union non-management employees should refer to Policy HR-V-8. Non union management employees should refer to HR-V-9. Permanent employees who are discharged after the completion of their probationary period will be given notice according to the given circumstances and applicable legislation.

Bargaining Unit employees should refer to their respective collective agreements for further information regarding such termination.

Note: Employees discharged for cause, in accordance with the Employment Standards Act will not receive advance notice of termination. Disputes in connection with termination of service may be appealed to Human Resources. Questions regarding the appeal procedure may be discussed with the Director, Human Resources.

Bargaining Unit employees should refer to their respective collective agreements regarding the appeal/dispute process.

Retirement

Employees will not be made to retire if they are 65 years and older, except in cases where there is a bona fide occupational requirement.

Retirement (continued)

Employees may, at any time opt to take early retirement. (Note: Collecting of a pension is subject to specific plan rules.) As the employee's retirement approaches it is recommended that he/she make an appointment with a representative from the Human Resources department in order to discuss the various retirement benefits and future plans. Where the employee is a member of the pension plan, notice of retirement must be given a minimum of three months in advance (4 months recommended) so that all of the required documentation can be completed.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

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

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE: 

