

STATEMENT of POLICY and PROCEDURE			
Section	3.0 Operational	Original Effective Date	Sept. 25, 2006
Sub-Section	3.2 Human Resources	Date of Last Amendment	June 27, 2016
Subject	3.2.7 Resignation and/or Termination of Employment		
Topics	Resignation by Employee		
	Temporary Layoff		
	Termination on Notice for Organization or Financial Reasons		
	Abandonment of Position		
	Termination on Notice for Individual Performance Issues		
	Summary Termination		
	Payment Upon Termination		
	Exit Interview		
Attachments			
Reference			

Purpose

The ESCC endeavours to be a responsible employer providing a positive working environment for its employees. There will be instances, however, where termination of employment becomes necessary because of organizational, financial change or individual performance issues.

Policy

Employees will receive written notice of termination of employment. Any resignation of employment will require written notice.

All new employees will be subject to a probationary period of 6 months for the Executive Director and 3 months for staff. During this period, either the employer or the employee may terminate employment without cause or notice.

When an employee leave his/her employment with ESCC he/she will be required to return any and all ESCC property including keys, passes or any other ESCC property to the Executive Director. A Record of Employment will be created for the employee at the end of his/her employment with the ESCC.

Responsibilities

The Board is responsible for overseeing the conduct of the Executive Director. The Executive Director is responsible for overseeing the conduct of the employees of ESCC.

The Executive Director is responsible for the performance planning and management of ESCC staff. The Executive Director will work collaboratively with the staff.

Procedures

Resignation by Employee

Employees are required to indicate, in writing, their intention to resign and the date of their last workday and to provide at least two weeks' notice. Notification period may be adjusted by mutual agreement between the employer and the employee. The Executive Director is requested to give one month's notice to allow the ESCC to find a qualified replacement.

Temporary Layoff

Where necessary due to insufficient work or insufficient funding, an employee may be laid off. An employee laid off by the ESCC for longer than **59 consecutive days** is considered to be terminated. The date of layoff becomes the termination date and salary/wage in lieu will be calculated accordingly. Notice of layoff can be given any time prior to the start of the work day.

Termination on Notice for Organizational or Financial Reasons

The notice should explain the reason for termination and should include:

- a) Last date to be worked
- b) Length of notice or payment in lieu of notice

This notice must be delivered personally or by registered mail.

Abandonment of Position

An employee who fails to report for duty for two (2) consecutive working days without informing the Supervisor of the reason for his/her absence will be presumed to have abandoned his/her position. An employee will be afforded the opportunity within ten (10) working days to rebut such presumption and demonstrate that there were reasonable grounds for not informing the Employer.

Termination on Notice for Poor Work Performance Issues

A standard of performance for each position is established by the ESCC through the position's job description and the evaluation process. Should an employee perform below the standard set, a performance improvement plan will be created. If the employee does not meet goals set out in the plan at specific set times, the employee will be terminated. A formal, written process shall be followed.

Termination for Violation of ESCC Code of Conduct

An employee who is found in violation of the ESCC Code of Conduct may be terminated.

Summary Termination

An employee may be terminated immediately with no notice for conduct that is a fundamental breach of the employment relationship including but not limited to:

1. Theft or fraud
2. Dishonesty
3. Gross incompetence
4. Drug or alcohol abuse
5. Insubordination
6. Conflict of interest or breach of trust

Payment Upon Termination

Vacation entitlement must not make up part of the employee's notice, unless authorized by the Board of Directors.

Salary/Wages During Notice Period

When working during the notice period, the employee will continue to be paid.

Salary Wages in Lieu of Notice

The ESCC may choose to have the employee leave immediately and not work the notice period. In this case the employee will be paid an amount calculated on the normal salary/wages exclusive of overtime, or an average of the earnings for the past eight weeks exclusive of overtime multiplied by the length of the notice period.

Salary/Wage Payment

Employees terminated by the ESCC, or who resign will be paid according to the current legislation.

Exit Interview

Exit interviews provide the organization with useful information on employee perceptions of the ESCC that could be of benefit. Employees leaving the organization will be asked if they wish to participate in an exit interview. A summary of comments made during the exit interview is to be included in the employee's personnel records.