

## TERMINATION OF EMPLOYMENT

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**Effective Date:** April 22, 2002

**Originating Office:** Human Resources

**Supersedes /Amends:** B-15

**Policy Number:** HR-11

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### SCOPE

This policy applies to all permanent employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

### DEFINITIONS

For the purpose of this policy, the following definitions apply:

“Employee” refers to someone who is hired to work full time or part time.

“Termination” refers to the loss of employee status further to the employee’s decision or the University’s decision.

“Resignation” refers to the voluntary termination of employment initiated by an employee.

“Dismissal” refers to the termination of employment initiated by the University for just cause.

“Just cause” refers to a valid reason - such as, but not limited to, fighting, fraud, theft, insubordination or incompetence - to justify the application of a disciplinary measure.

“Layoff” refers to the loss of employment resulting from a reduction in the work force due to economic or organizational change. The layoff may be temporary or permanent.

### POLICY

1. As part of its management activities, the University establishes administrative mechanisms to ensure that termination of employment occurs in a fair and equitable manner, and in accordance with existing labour laws and regulations as well as the rights of the parties concerned.

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### Resignation

2. Employees who resign from their positions are expected to provide the University with at least two (2) weeks notice and preferably, four (4) weeks.

### Dismissal

3. The dismissal of an employee is a serious matter which must be handled according to the instructions of Human Resources. All Department Heads have the authority to dismiss an employee provided they have consulted with the relevant Vice-President and with Human Resources.
4. The employee who is terminated may, if he so desires, discuss his case with his immediate supervisor, his Department Head or the Executive Director of Human Resources or his representative.
5. The period of notice to be given to the employee for reasons other than those specified as grounds for dismissal is specified in paragraph 5 below.
6. "Pay in lieu of notice" may be used.

### Layoff

7. The University reserves the right to layoff or terminate the employment of employees whose services are no longer required as a result of economic or organizational change; the University will provide advance notice as follows, depending upon the years of continuous service of the employee:

#### Length of service

from three (3) months to one (1) year  
more than one (1) year but less than five (5) years  
more than five (5) year but less than ten (10) years  
more than ten (10) years

#### notice

one (1) week  
two (2) weeks  
four (4) weeks  
eight (8) weeks

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8. Pay in lieu of notice may be used.

### Severance pay

9. In the case of a permanent cessation of employment, a permanent employee may be provided with severance pay established according to the criteria defined by Human Resources. Such severance pay must be discussed with Human Resources prior to any discussion with the employee.

### Vacation entitlement

10. All employees terminating their employment with the University receive payment in lieu of vacation for the appropriate portion of the following year's vacation entitlement earned from June 1<sup>st</sup> to the termination date as follows:
- a. Vacation entitlement of 20 days or less: 8% of gross earnings.
  - b. Vacation entitlement of 22 days and more: 8.8% of gross earnings.
  - c. Vacation entitlement of 25 days and more: 10% of gross earnings.

### Pension and Benefits

11. Employees who leave the University must consult the Compensation and Benefits Unit of Human Resources concerning the options available to them regarding pension and other benefits.

### Termination clearance

12. It is the responsibility of the immediate supervisor to ensure that the employee terminating his employment returns all of the University's assets such as keys, employee card, laptop computer etc.
13. The final pay cheque of an employee terminating his employment with the University is released upon submission of the Notice of Termination form by the supervisor to Human Resources.

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14. Exit Procedure Checklist

### Letters of reference

15. Letters of reference may be provided under the provisions of policy *Employment References* ([HR-35](#)).