

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: A-13
POLICY: Termination			
DATE: NOV30/94	REV. DATE: MAR25/09	COVERAGE: All Employees	PAGE #: 1 of 2

POLICY STATEMENT:

The County of Renfrew ensures that terminations, either voluntary or involuntary, are initiated with appropriate notice and properly documented for payroll processing.

PROCEDURE:

1. The following apply to voluntary termination:
 - (a) an employee who resigns his/her position is required to state the resignation in writing; if the employee refuses to state the resignation in writing, the date of the verbal resignation is considered as the official date of resignation;
 - (b) the written resignation must be signed and include a completed **Employment Record**;
 - (c) employees are expected to give a minimum of two (2) weeks notice of resignation with the exception of officers, who are expected to give thirty (30) days notice; and
 - (d) all written and verbal resignations are acknowledged/confirmed by the employee's Supervisor or designate by mail within one (1) working day of the date of submission of the employee's written resignation or the date of the verbal resignation.

2. The following apply to general termination:
 - (a) general termination of short-term part-time positions or contract positions does not require notice if the defined term is completed; however, if the intended term is increased or decreased the Department Head notifies the employee(s) in writing of the revised term; and
 - (b) two (2) weeks notice in advance is given if possible.

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3. The following apply to involuntary termination:
 - (a) termination initiated by the Employer requires notice consistent with the terms of the *Employment Standards Act, 2000* and may require severance pay; and
 - (b) terminations initiated by the Employer for cause, e.g. willful misconduct, disobedience, or willful neglect of duty, are not subject to a notice period or severance pay.

4. The following apply to the appeal procedure:
 - (a) no appeals are considered in the case of any employee discharged prior to completion of his/her probation period;
 - (b) any minor disagreement is first addressed in writing with the employee's immediate supervisor, a copy of which is filed with the Chief Administrative Officer/Clerk;
 - (c) if the matter is not amicably settled, the employee has the right to appeal to the committee under whose jurisdiction he/she works; if there is still no agreeable settlement, the employee has the right to appeal to the Finance and Administration Committee to intervene; and
 - (d) any appeal procedure outlined in this policy will not violate or contradict the provisions of the *Municipal Act, R.S.O. 1980, Section 99 (2)*.

5. The following pertain to an Exit Interview:
 - (a) the Human Resources Department requires that an exit interview is conducted when an employee terminates or is terminated; and
 - (b) the exit interview is normally conducted by the employee's supervisor who should seek to gain an understanding from the terminating employee of anything that the employee wishes to advance in terms of either positive or negative comment about the job or the Corporation.