

**HUMAN RESOURCES**

**SECTION I**

**TERMINATION OF EMPLOYMENT**

# Section I

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<b>Horizons Centre</b>	<p style="text-align: right;">Section I: Termination of Employment Human Resources</p>
<b>Policy I1:</b>	<b>Termination of Employment</b>
<b>Policy:</b>	<b>Horizons Centre termination of employment process will ensure equitable treatment to all parties.</b>
<b>Guiding Principle:</b>	Horizons Centre intends to maintain a positive relationship with individuals leaving employment.
<b>Cross Reference</b>	<b>Alberta Employment Standards</b>
<b>Date Approved</b>	<b>January 22, 2008</b>
<b>Revised Date</b>	<b>February 9, 2015</b>

<b>Horizons Centre</b>	<p style="text-align: right;">Section I: Termination of Employment Human Resources</p>
<b>Procedure I1:</b>	<b>Termination of Employment</b>
<b>Procedure</b>	<p><b>1.1 RESIGNATION/RETIREMENT</b></p> <p>Employees resigning or retiring shall:</p> <ul style="list-style-type: none"> <li>• provide a minimum of two weeks written notice (with exceptions as per employment standards)</li> <li>• participate in an Exit Interview (upon request of management)</li> <li>• direct requests for references to the Executive Director</li> </ul> <p><b>1.2 TERMINATION OF EMPLOYMENT WITH NOTICE</b></p> <p>Horizons Centre will provide a fair measure of notice and/or compensation for employees whose employment has been terminated for the following reasons:</p> <ul style="list-style-type: none"> <li>• unrelated to job performance</li> <li>• of non-work related conduct</li> <li>• of redundancy</li> <li>• of reorganization or restructuring</li> <li>• other than cause</li> </ul> <p>Horizons Centre will terminate employment utilizing the guidelines for notice and payment in lieu as outlined in the Employment Standards Code.</p> <p>Employees will be asked to sign a release for payment in lieu of notice.</p> <p>For the purpose of termination notice, periods of employment with the same employer are considered one period of employment provided the breaks in employment are no more than three months.</p> <p><b>1.3 TERMINATION WITHOUT NOTICE</b></p> <p>Employees will be terminated without notice or pay in lieu of notice where there is reason which constitutes just cause under the law.</p> <p>Such reasons may be (but not limited to):</p> <ul style="list-style-type: none"> <li>• physical or verbal assault to clients and/or co-worker</li> <li>• possession of, or being under the influence of illegal substances on the property or any conviction related to the sale of an illegal substance</li> </ul>
<b>Date Approved</b>	<b>January 22, 2008</b>
<b>Revised Date</b>	<b>February 9, 2015</b>

<b>Horizons Centre</b>	<p style="text-align: right;">Section I: Termination of Employment Human Resources</p>
<b>Procedure 11:</b>	<b>Termination of Employment (continued)</b>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• drinking alcohol or intoxication during work hours</li> <li>• theft or unauthorized use of Agency property</li> <li>• indecent behaviour</li> <li>• breach of confidentiality</li> <li>• wilful negligence</li> <li>• unauthorized absenteeism</li> </ul> <p><b>Process</b></p> <p>A letter of termination will be issued to the employee. The letter will contain a statement of wages to termination date. Termination pay will be calculated to the time of termination and shall include accumulated days of vacation time owing.</p> <p>All property of the Agency in the employee’s possession must be returned.</p> <p>Horizons Centre will terminate employment utilizing the guidelines for notice and payment in lieu as outlined in the Employment Standards Code.</p> <p>A Record of Employment will be issued within 5 working days of the date of termination. Group insurance benefits will be terminated immediately.</p>
<b>Date Approved</b>	<b>January 22, 2008</b>
<b>Revised Date</b>	<b>May 15, 2018</b>

<b>Horizons Centre</b>	<p style="text-align: right;">Section I: Termination of Employment Human Resources</p>
<b>Policy I2:</b>	<b>Exit Interview</b>
Policy:	<b>Horizons Centre may initiate exit interviews with employees leaving employment.</b>
Guiding Principle:	Horizons Centre values information and feedback contributing to the agency's ongoing quality improvement.
<b>Cross Reference</b>	
<b>Date Approved</b>	<b>January 22, 2008</b>
<b>Revised Date</b>	<b>March 9, 2015</b>

<b>Horizons Centre</b>	<p style="text-align: right;">Section I: Termination of Employment Human Resources</p>
<b>Procedure 12:</b>	<b>Exit Interview</b>
<b>Procedure:</b>	<p>The Program Director or designate may schedule an interview.</p> <p>The format for this interview should include:</p> <ul style="list-style-type: none"> <li>• feedback regarding employee job duties</li> <li>• reasons for leaving</li> <li>• signature of release of information for references (if required)</li> </ul> <p><b>DOCUMENTATION</b></p> <p>The interview documentation shall be kept in the employee’s personnel file.</p>
<b>Date Approved</b>	<b>January 22, 2008</b>
<b>Revised Date</b>	<b>March 9, 2015</b>