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| Subject: Ending Employment | Date Approved: November 11, 2014 |
| Approved by: Executive Director | Date Revised: |
| Specific to: All Staff | Next Review Date: September 2017 |

PRINCIPLE:

North Perth Family Health Team (NP FHT) employs this policy to ensure that the termination of employees is handled with due diligence, and with a minimum of disruption to company business. This policy is designed to define the types of employee termination, the responsibilities of terminated employees, the subsequent Executive Director actions required, and information regarding employee benefits.

The company reserves the right to terminate an employee with or without cause and with or without prior written notice in accordance with applicable laws.

Upon notice of an employee’s resignation / termination, Business Manager is alerted to the change in personnel, along with all pertinent information (e.g. reason for leaving, last day of work, etc.)

POLICY:

Resignation

Resignations are generally due to new employment, failure to return to work in a timely manner after an approved leave of absence, permanent or long-term disability where the employee is unable to perform his or her job duties (with or without reasonable accommodation), or the death of an employee.

NP FHT also considers that an employee has resigned their position if they have abandoned their job. Job abandonment is defined as the failure to report back to work after three (3) consecutive business days missed without prior notification to the Executive Director.

In the case of a voluntary resignation it should be confirmed by the employee, in writing. Voluntary resignations are binding on the employee and NP FHT and cannot be changed except by mutual agreement. NP FHT requests that those employees voluntarily resigning their positions give at least two (2) weeks written notice to allow the company time to find a suitable replacement.

Layoffs/Restructuring

From time to time NP FHT may be required to layoff or terminate an employee due to organizational restructuring. NP FHT will take an employee’s service record into consideration prior to any such layoff or termination.

Just Cause

Just Cause terminations are generally due to unsatisfactory performance, misconduct, or failure to meet the expectations of the company. Whenever possible, NP FHT will give warnings pertaining to unwanted behaviour. In the event that the employee fails to correct the behaviour, or violates company policy in other respects, they may incur disciplinary action, up to and including termination.

Depending on the severity of the offence, an employee may be terminated without warning. In all cases of Just Cause Termination, Managers will inform the employee of the rationale for their termination of employment. (See also: Progressive Discipline Policy)

Retirement

We are committed to showing respect and recognition to any employees who have reached the age of sixty five (65), with the understanding that there is no mandatory retirement age in Canada. The following is a guide for the retirement process, and the actions required on the part of both management and the employees to ensure a smooth transition.

Employees must provide at least two (2) weeks' written notice of their intent to retire, along with their departure date to their manager. However, employees considering retirement should discuss the matter with the Executive Director at least six (6) months prior to the intended date in order to ensure sufficient time for workforce planning and preparation of the necessary paperwork.

Once the retirement date is established, a signed letter confirming retirement must be provided to the Executive Director who then forwards the letter to Business Manager for filing.

Exit Interviews

Exit interviews are conducted to recognize underlying trends that are affecting morale and retention; gather information about working for NP FHT to identify any areas/issues that could be improved or addressed in order to retain high calibre employees; and to determine what we are doing well to ensure that these practices continue.

Employees should be encouraged to take part in an exit interview. The interview should only be conducted with employees who are resigning from their current post to leave NP FHT.

The exit interviews will follow this process:

1. The exit interview will take place in the employee's final week of employment. However, sometimes flexibility may be necessary with this timescale as a result of annual leave etc.
2. The employee's Executive Director or designate will carry out the exit interview with the employee who is leaving.
3. The purpose of the interview is to find out information about why the employee is leaving. A series of questions will be asked and as with any interview, responses to questions should be probed and explored as appropriate. Confidentiality must be assured to encourage open discussion.
4. The interviewer should:
 - Explain the purpose of the interview to the employee;
 - Ensure it is conducted in an informal and relaxed manner;
 - Reassure the employee that any comments they make will have no bearing on future events, e.g. a request for a reference.

5. If the employee requests a copy, please provide one. The original should be kept on the employee's personal file.

Plan for the interview to ensure that the time you have set aside for the exit interview is used effectively and the maximum amount of information is obtained, you should:

- Ensure you have all appropriate information about the employee who is leaving, e.g. length of service details.
- Book time out of your working day to carry out the interview and ensure that you are not interrupted. Finding a private room away from the normal workplace is recommended as this will encourage an open discussion to take place.

(See also: Performance Review Policy)

Last Day of Employment Procedure

Returning Company Property

Employees are expected to return all company property, including (but not limited to) keys, parking passes, NP FHT Identification security passes/badges, as well as any client lists. This includes confidential business information that may be on the employee's personal devices (laptop, iPad, tablet, cell/smart phone etc.). It is the responsibility of the immediate supervisor to ensure that staff members leaving NP FHT return all items which are the property of the NP FHT.

Confidential Information

All employees privy to NP FHT confidential information must be debriefed by a company officer no later than their last full day of employment.

Termination of Employee Benefits

All health and dental coverage or insurance will be stopped on the last day of employment, unless otherwise agreed upon in a written separation agreement. Short and long-term disability and Life Insurance will be stopped on the last day of employment.

Final Pay & Record of Employment

Employees will be paid all accrued, unused vacation pay through the last date of employment. The employee will receive his/her final pay cheque in accordance with applicable federal and provincial laws.

Severance pay is granted at the discretion of NP FHT. In the event that severance pay is granted, it shall be based on the length of service given to the company, level of responsibility, and the rationale for separation, etc. No employee is entitled to severance pay when a termination is due to just cause or when there is a voluntary resignation.

The Record of Employment is filed electronically in which case a copy of the record can be obtained from Service Canada.

Eligibility for Rehire

Employees who are terminated for just cause or job abandonment will not be eligible for rehire.



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Providing Employment References/Verification

Employees who end employment with NP FHT may request a written Employment Reference or Verification. In all cases, these requests must be completed by the Executive Director or designate.

If you receive a request to obtain information about a previous employee of NP FHT, please inform the caller that you are not authorized to conduct Employment References/ Verifications and provide them with the appropriate contact information as noted above.