



LAC LA BICHE COUNTY PROCEDURE

TITLE: Termination Process Standard Operating Procedure PROCEDURE NO: CS-03-014-19

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1.0 Procedure

1.1 Voluntary Termination

Voluntary terminations are due to voluntary resignations by the Employee or job abandonment:

- i) “Job abandonment” shall be defined as the failure to report back to work after three consecutive business days missed without prior notification to the employee's supervisor or manager.
- ii) Resignations will be confirmed by Human Resources, in writing, and will be binding on the Employee and the organization and cannot be changed except by mutual agreement.

Lac La Biche County requests, as a courtesy, that employees voluntarily resigning from their position give at least two (2) weeks' written notice to allow the County time to find a suitable replacement.

In the event of a voluntary termination of employment, managers should attempt to retain the Employee if it is in the best interests of the organization. If this is not possible, the Manager shall attempt to determine the Employee's specific reason for leaving through the exit interview process as per policy and procedure.

1.2 Involuntary Termination

Involuntary terminations are generally due to unsatisfactory performance, misconduct, layoffs due to reduction or reorganization of the workforce, permanent disability where the employee is unable to perform his or her job duties, or failure to meet the expectations of the County. The County reserves the right to terminate an employee with or without cause and with or without prior written notice in accordance with applicable laws.

The County will take an employee's service record into consideration prior to any involuntary termination. In the event that the Employee has previously proven to be a valuable County asset, alternative options may be explored such as the possibility of a demotion or transfer.

Any or all of the notice period, should it be paid out as a lump sum, must include vacation pay on top of wages owed. County benefits otherwise enjoyed during employment must continue for the duration or timeline of the notice period, the same as if the employee had been employed in the workplace during this time.

2.0 Notice Periods upon Termination of Employment

Lac La Biche County may terminate the employment of an employee by providing the Employee with notice, or pay in lieu of notice, according to, unless otherwise agreed, the current Employment Standards Code. The amount of notice or payment in lieu of notice under the Employment Standards Code shall constitute a reasonable period of notice.

Lac La Biche County will notify term, casual and seasonal employees of the expected termination of employment, at the commencement of employment and will make a reasonable effort to advise these employees one week before the end of the term of employment. No notice, or pay in lieu thereof, as set out in the Employment Standards Code will typically be required in such cases.

Also, as stated under the Employment Standards Code, an employee who is terminated for just cause is not eligible for notice, or pay in lieu thereof.

With the exception of termination of employment due to layoff, permanent disability, position elimination, lack of work or other non-performance related rationale, if an employee is involuntarily terminated, he/she may not be eligible for rehire. If an employee is rehired, and has failed to disclose a previous involuntary termination at Lac La Biche County, the Employee may be terminated for falsification of employment records.

In all categories of termination, the Employee will be paid all accrued, unused vacation pay accrued up to the last date of employment. The Employee will receive his/her final paycheque in accordance with the Alberta Employment Standards Code.

3.0 Employee Benefits

3.1 Health and Dental Coverage / Insurance

All health and dental coverage or insurance will be stopped on the last day of employment or of the notice period, unless otherwise agreed upon in a written separation agreement.

3.2 Short and Long-Term Disability

Short and long-term disability insurance will be stopped on the last day of employment or of the notice period.

3.3 Life Insurance

Life insurance will be stopped on the thirty first (31st) day following the last day of employment, pending the employee signing a conversion form (administered through payroll).

3.4 Severance Pay

Severance pay is pay above any compensation available in lieu of notice of termination under the Employment Standards Code. Severance pay is granted at the discretion of the

County. In the event that severance pay is granted, it shall be based on the length of service given to the County, level of responsibility, and the rationale for separation. No employee is entitled to severance pay upon termination, unless otherwise stated in an employment contract.

4.0 Employment Agreements-Terms of Termination

Lac La Biche County managerial employment agreements may contain specific terms in relation to employee termination, benefits and severance pay, which may vary from the procedures outlined in 1.0, 2.0 and 3.0 above, but will abide to the standards (at a minimum) outlined in the Employment Standards Code.

5.0 Responsibilities

5.1 The Employees

Employees are expected to return all County property, including (but not limited to) keys, uniforms, security passes and identification.

5.2 The Supervisor

It is the responsibility of the immediate supervisor to ensure that staff members leaving the organization return all items which are the property of the County.

When possible, termination should be verbally communicated to the Employee. Supervisors will inform the Employee of the rationale for their termination of employment. In ALL cases, employees should receive a formal letter of termination from Human Resources, as quickly as possible. The letter should indicate the effective date of termination based on the facts and applicable information regarding final pay.

Upon notice of an employee's resignation / termination, supervisors must immediately alert Human Resources to the change in personnel, along with all pertinent information (e.g. reason for leaving, last day of work, special provisions).

5.3 Payroll

Payroll will arrange for and disburse all final monies owing to the Employee and can discuss arrangements with respect to benefits on the last working day.

Payroll will prepare a Record of Employment for the departing employee and fulfill all reporting duties.

5.4 Human Resources

Human Resources, and or the General Manager (or designate) shall supervise the terminated employee's exit-procedure. The procedure is as follows:

- Assist the Employee in gathering his/her personal belongings;
- Collect and ensure the return of all County property;
- If appropriate, conduct an exit interview. The exit interview allows the terminated employee to openly disseminate information pertaining to his/her work experiences at the County. These interviews will be held in confidence. Human Resources shall compile non-identifiable, pertinent

information from exit interviews to create feedback which may be used for future considerations towards County policy and management directives.

6.0 Exit Interview

Lac La Biche County will invite all permanent and term employees who decide to leave Lac La Biche County's employ for any reason to attend a private, confidential exit interview.

Employees are not obliged to attend an exit interview if they choose not to do so.

Interviews for staff reporting to the Chief Administrative Officer will be conducted by an individual to whom the Chief Administrative Officer has delegated the specific accountability.

Exit interviews for staff reporting to the Manager of Human Resources will be conducted by the supervisor to whom the Manager of Human Resources reports.

Exit interviews for seasonal staff shall take place at the discretion of the responsible manager or general manager as appropriate, and, where considered appropriate, will be conducted by the responsible General Manager or designate or Human Resources.

Exit interviews for all other staff, will be conducted by the Manager of Human Resources or designate.

Information obtained during the exit interview will be regarded as confidential to the extent that the source of any comments will not be revealed. However, in the event that during the interview, allegations are made of violations of these procedures or related policy, other County policies, County bylaws, or of Federal or Provincial statutes, statements obtained will be provided to the individual about whom the allegations were made, for their review and response.

The County may decide to act on comments made during the exit interview, but shall do so in a manner which protects the confidentiality of the source when at all possible.

Exit interviews may be conducted using the County's Exit Interview Form. Additional matters may be explored at the discretion of the Interviewer.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date