

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> HR-15
<b>POLICY:</b> Termination and Resignation Policy			
<b>DATE:</b> December 2021	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 4

**POLICY STATEMENT:**

The Municipality ensures that terminations, either (voluntary or involuntary), and resignations are initiated with appropriate notice and properly documented for payroll processing.

**PROCEDURE:**

1. The following apply to resignations:
  - (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 unless indicated otherwise in their employment contract.
  - (d) All written and verbal resignations are acknowledged/confirmed by the Clerk and/or Council 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 part-time and contract positions:
  - (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 Clerk notifies the employee(s) in writing of the revised term.
  - (b) Two (2) weeks' notice in advance is given if possible.
3. The following apply to termination:
  - (a) Termination initiated by the Employer requires notice consistent with the terms of the Employment Standards Act, 2000, the Ontario Human Rights Code and may require severance pay.
  - (b) Terminations initiated by the Employer for cause, (e.g. willful misconduct, disobedience or willful neglect of duty) aren't subject to a notice period or severance pay.
4. The following pertain to an Exit Interview:
  - (a) The Clerk-Treasurer offers an opportunity for an exit interview when an employee resigns or completes their contract.
  - (b) The exit interview is normally conducted by the Clerk who should seek to gain an understanding from the resigning/end of contract employee of anything that the employee wishes to advance in terms of either positive or negative comment about the job or the Municipality.

Refer to the Discipline and Dismissal Policy for more information regarding terminations and dismissals. Refer to Appendix A for the Resignation/Retirement/End of Contract Questionnaire and Checklist.

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## Appendix A: Resignation/Retirement/End of Contract Questionnaire

### RESIGNATION/RETIREMENT/END OF CONTRACT QUESTIONNAIRE

**LAST NAME:**

**FIRST NAME:**

**POSITION TITLE:**

**DEPARTMENT:**

**LAST DAY OF EMPLOYMENT:**

**DATE OF HIRE:**

Why are you leaving the Municipality?

What will your new job give you that we have not?

Do you feel that your job was important and significant in the overall operation of the Municipality and in particular your department?

Are there any particular practices or working conditions that either led to your decision to resign or that you feel are detrimental to a satisfactory working relationship?

If so, have you any suggestions on how to eliminate them?

Are there any particular practices or working conditions that you feel are particularly beneficial to an effective working relationship and that should be maintained?

If you could tell the Clerk one thing, what would it be?

Do you have any other comments?

We appreciate you taking a few minutes to complete this questionnaire. Please forward the completed questionnaire to the Clerk in the attached envelope.

*Thank you.*

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## RESIGNATION/RETIREMENT/END OF CONTRACT CHECKLIST

**LAST NAME:**

**FIRST NAME:**

**POSITION TITLE:**

**DEPARTMENT:**

**LAST DAY OF EMPLOYMENT:**

**DATE OF HIRE:**

1. For Resignation/Retirement: Welcome the employee to your office, thank them for their service and express your disappointment in his/her departure but understanding in his/her choice.

For End of Contract: Welcome the employee to your office, thank them for their service and explain that the contract date is approaching and is not being renewed.

2. Ask the employee for a written summary of projects to be transferred to ensure the smooth transition of work.

3. Ask the employee if he/she would be willing to answer a few questions regarding his/her employment with the Municipality. If he/she agrees, use the *Exit Questionnaire* to record the answers. If he/she declines, ask him/her if he/she would be willing to take the *Exit Questionnaire* with them and return it to the Clerk/Council upon completion.

4. Provide the employee with a written summary of benefits. This summary should include, where applicable, compensation for vacation and sick time, continuation of health and life insurance benefits, other benefits.

5. On the final day of employment, the Clerk or designate is responsible for collecting the following items (*as applicable*):

- ☐ All building entrance keys
- ☐ All keys to offices, desks and filing cabinets
- ☐ Keys to any municipal vehicles
- ☐ Municipal documents (*as appropriate*)
- ☐ Tools and equipment belonging to the Municipality
- ☐ Laptop computer
- ☐ Computer software/hardware (*e.g. computer disks, USB sticks*)
- ☐ Office supplies
- ☐ Municipal credit cards

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- ☐ Municipal employee identification (*e.g. business cards, employee identification*)
- Advise the employee that he/she will be notified of any other matters that must be dealt with.
  - The final paycheck should be ready (*including benefit or vacation payment*) and released to the employee after collection of all municipal property is complete.
- Please note**, the final paycheck must be released within seven (7) days of the last day worked.
- Thank you and good bye (adjust based on individual circumstances).
  - Stand, extend your hand and remain standing until the employee has left.

6. After the employee has left, the Clerk or designate is responsible for ensuring that:

- ☐ Voicemail code and message is changed
- ☐ Computer access and passwords are changed
- ☐ Changes are made to appropriate documents (e.g. phone directory, email lists)
- ☐ Appropriate notification is sent to staff and other parties (as required)

**NOTE:** All completed forms and checklists are required to be returned to the Clerk and will be kept in the employee's personnel file.