



**Policy Type:** Human Resources  
**Policy #:** HR-300-02  
**Approved by Council on:** November 27, 2017

## **Human Resources – Terminations**

### **Policy**

Both the Town of Prescott and its employees have the right to discontinue the employment relationship. The Town of Prescott will ensure that terminations, either voluntary or involuntary, are initiated with notice, where appropriate, and properly documented for payroll processing.

### **Objective**

To ensure a consistent approach to terminations within the Town.

To ensure documentation is complete.

### **Procedure**

The following shall apply to Voluntary Terminations or Resignations:

- An employee who resigns his/her position is requested to state the resignation in writing. If the employee refuses to state the resignation in writing, the resignation may not be accepted.
- The resignation must be signed.
- Employees are expected to give a minimum of two (2) weeks' notice of resignation with the exception of the CAO and Directors, who are expected to give a minimum of thirty (30) days' notice (unless otherwise previously negotiated).
- All resignations will be acknowledged/confirmed by the Department Head by email or letter within three (3) working days of the date of submission of the employee's resignation.



**Policy Type:**  
**Policy #:**

Human Resources  
HR-300-02

**Approved by Council on:** November 27, 2017

## **Human Resources – Terminations – Continued**

The following shall apply to Involuntary Terminations:

Please refer to applicable collective agreement as well for unionized employees.

An employee's employment with the Town may be terminated:

- Without notice or pay-in-lieu of notice where cause exists for such termination; or
- At any time, without cause, in which case the employee's entitlement on termination will be as set out in his/her written contract of employment. In the event the employee does not have a written contract of employment, he/she will be entitled to notice or pay in lieu of notice and severance pay (if applicable) in accordance with the Employment Standards Act, 2000. Employees will not be entitled to any further notice or severance either under the common law or otherwise; or
- For any reason during the probationary period, or at the end of the period, without notice or pay-in-lieu of notice, except in accordance with the Employment Standards Act, 2000, if applicable.

### Return of Property

In any termination situation, all Town of Prescott property shall be returned by the employee to the Employer. Property must be returned to the Employer on or before the last working day; unless mutually agreed with the Department Head or defined in a collective agreement.

### Exit Interviews

An exit interview may be conducted when an employee leaves their employment with the Town.

The exit interview will normally be conducted by the employee's supervisor to determine the employee's reason(s) for leaving so that, where appropriate, action can be taken to correct any problems that come to light, and to gather information about the employee's overall impressions of the job or the Town.



**Policy Type:**

Human Resources

**Policy #:**

HR-300-02

**Approved by Council on:** November 27, 2017

## **Human Resources – Termination – Continued**

### Documentation

In order that all terminations are correctly administered the following process and documentation is required.

The Department Head must forward to Human Resources the termination package which includes:

- a) Signed resignation letter (voluntary) or Termination Letter (involuntary)
- b) CAO/Directors letter confirming the termination (voluntary)
- c) Signoffs for return of property
- d) Complete the Employee Departure Check List (Department specific, form developed by department)

Once all the aforementioned information is received by Human Resources they will inform payroll for processing.