# Separation of Service Policy & Procedure

## PURPOSE

The purpose of this policy is to make clear that: An employee who severs employment voluntarily, is discharged for cause, fails to respond to a recall, or is not recalled within the specified time limits set out in the appropriate collective agreement will be regarded as permanently separated from employment with the City with no seniority or other rights. Should such an employee be rehired, he or she will be re-employed as a new employee.

## SCOPE

This policy applies to all City employees, including but not limited to regular, temporary and contract employees and to volunteers, students and interns.

## RESPONSIBILITY

### Department Head/Designate

- Complete a Termination of Service form and forward to Human Resources no later than the day following the employee's notice of resignation or other notification is received. Termination of Service Forms must also be signed by the employee unless there are extenuating circumstances made known to Human Resources.

- In the event the employee is discharged, submit a Termination of Service Form to Human Resources on the same day that the employee is discharged. Documentation is required to support any reference to unsatisfactory performance. This must be attached to the Termination of Service Form.

- If the employee is retiring, forward a Termination of Service Form to Human Resources one month prior to the actual retirement date in order that all the necessary processing may take place.

- Ensure all employees leaving the employ of the City are told to contact the following:
  1. Human Resources regarding their benefit coverage; and
  2. The Pension Section, Financial Services regarding their pension

## RETURN OF PROPERTY

All uniforms, keys and other property of the City must be returned, or accounted for in writing. Refer to Separation of Service: Return of Property Procedure which includes an Employee Property Checklist.
<table>
<thead>
<tr>
<th><strong>VOLUNTARY RESIGNATION</strong></th>
<th>Employees who give notice and voluntarily resign their employment shall receive the wages and vacation pay to which they are entitled in the final pay period.</th>
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| **TERMINATION NOTICE PERIOD** | The City shall not terminate the employment of an employee, who has been in the employ of the City for three months or more, unless the employee is given notice as described in, and under the regulations of, the *Employment Standards Act, 2000* or the appropriate collective agreement.  
  
The department shall not terminate an employee until the appropriate notice period has been determined in consultation with Human Resources.  
  
Employees who are terminated shall receive all wages to which they are entitled upon the expiry of the notice. |
| **VACATION PAY** | **HR Records Staff**  
  
  o Upon separation from the City, calculate vacation pay entitlements in accordance with the applicable collective agreement, the employee’s specific terms and conditions of employment, and the provisions of the *Employment Standards Act, 2000*.  
  
  o In the event of death, pay outstanding vacation pay to the estate of the deceased employee. |
| **APPROVAL** | The original policy was approved 1996-08-01  
The content was updated by Human Resources staff 2010-11-17  
Revised policy was approved by Human Resources Leadership Team 2010-12-07 |