

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 11 TERMINATION PROCESS

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to define a process to which the Region and the employee shall adhere during termination.

Policy Directions

1. Termination from employment with the Region of Queens may be made for, but are not limited to, the following reasons:
 - a) position has been eliminated;
 - b) work load has been reduced;
 - c) economic conditions dictate staff reduction;
 - d) restructuring may dictate that a person of different experience and capability is required;
 - e) unacceptable job performance;
 - f) excessive absence or tardiness;
 - g) intoxication (drugs or alcohol) on the job;
 - h) harassment of other employees or any member of the public, either verbally or physically;
 - i) theft of Region or other people's personal property;
 - j) gross negligence;
 - k) insubordination
2. Termination of an employee shall be the final step in the employee disciplinary process. Depending on the severity of the incident, termination may be immediate. Termination shall be conducted by the Chief Administrative Officer or his/her designate. Termination of the Chief Administrative Officer shall be conducted by Council.
3. As a minimum, the termination notice and payment In Lieu of Notice, as stated in the Nova Scotia Labour Standards Code, shall apply.

4. The Department Head shall submit documentation to the Chief Administrative Officer which should include the following:
 - a) what actions have caused the recommendation
 - b) list the steps taken to change or correct the actions
 - c) alternatives to termination that have been considered
 - d) confirmation that the employee received written notice of unsatisfactory performance
 - e) confirmation that these recommendations have been reviewed with appropriate personnel

Approved by Council: July 15, 2002

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RESIGNATION/TERMINATION CHECK CHART

Recall and/or Obtain the Following:

- Tools and Equipment _____
- Personal Protective Equipment _____
- Building Entrance Keys _____
- Desk and File Keys _____

Arrange for Return of the Following:

- Company Vehicles _____
- Customer Lists, Files, Invoices, Manuals
in employee's possession _____
- Cash Advances _____

Determine the Following:

- Outstanding Expenses, if any _____
- Outstanding Vacation, if any _____
- Other Payments owed to the employee _____

Issue:

- Record of Employment _____
- Final Pay _____

Advise the Following People of Termination:

- Receptionist _____
- Benefit Plans _____
- E-mail/Computer Access _____

Determine Employee's Forwarding Address and Telephone Number