

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 10 RESIGNATION PROCESS

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to follow a resignation process.

Policy Directions

1. An employee shall provide the employer with as much notice as possible respecting resignation from a position with the Region. In all cases, the resignation period shall be consistent with the Nova Scotia Labour Standards Code that is, to say, two weeks notice, in writing, for employment of two years or more and a one week notice, in writing, if the period of employment is less than two years.
2. On or before the final day of work, an employee shall return company vehicles, customer lists, files, invoices, manuals and any outstanding cash advances.
3. The employee shall collect any outstanding expense accounts, payroll, provide a forwarding address and ensure that all paperwork relating to termination of benefits has been completed on or before the last day of employment.
4. Department Heads shall forward their letters of resignation to the Chief Administrative Officer and all other staff shall forward letters of resignation to the appropriate supervisor.

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