

PROCEDURE FOR POLICY 6.15 – End of Employment Relationship

1. Review

- a) Before any action covered by this policy is initiated, the appropriate Dean/Budget Unit Head or designate must review the proposed action with Human Resources, with a view to considering alternatives if appropriate.
- b) Where a position identified under this policy for position elimination as a result of organizational change is one of two or more similar positions, the Dean/Budget Unit Head or designate must provide the rationale for the termination of the specific position to Human Resources.

2. Notice

- a) The staff member, whose employment is to be terminated under this policy, must be informed through a discussion with the Dean/Budget Unit Head or designate of the termination of his/her employment. At the meeting, the Dean/Budget Unit Head or designate will provide a letter to the staff member that will include the following:
 - (i) specifying the position is being terminated;
 - (ii) the effective date of the position termination;
 - (iii) details regarding any notice period to be worked, if applicable;
 - (iv) details regarding the staff member's notice and severance entitlements, if applicable; and,
 - (v) options for Preferential Placement, if applicable.

A representative of Human Resources will also attend the meeting allowing the staff member an opportunity for confidential counseling.

- b) At any future meetings relating to the staff member's termination of employment, the staff member has the right to be accompanied by a representative of the PMA, or alternate.
- c) Human Resources will be responsible for leading any investigation into allegations of misconduct where the employee has been suspended from work with pay pending the outcome of the investigation.

3. Letter Confirming Employment

Upon request, a letter confirming employment will be provided by the Dean/Budget Unit Head or designate with a copy forwarded to Human Resources.