

## **TERMINATION OF EMPLOYMENT**

### **PURPOSE**

To set forth conditions under which employees may be terminated from employment.

### **SCOPE**

These policies apply to all CFCE employees.

### **DEFINITIONS**

Layoff is removal from a position owing to its abolition because of reorganization or retrenchment.

In selecting the employees to be laid off, the Administration will consider the skills and capacities required by the agency for contemplated program, the length of service of the employee and their ability to perform the job as determined by recent evaluations. When employees are equally qualified to give service in the revised program, those with longer tenure will be retained.

Permanent employees being laid off will be given at least thirty days notice and the probationary employees two weeks notice. Pay in lieu of notice may be granted at the discretion of the CEO.

The employee who is laid off will receive a letter stating the nature of the Agency's retrenchment program and giving assurance that he/she has left his/her employment in good standing. If he/she wishes to resign formally, he/she may do so.

Resignation. A written notice of resignation is required in accordance with the following period of notification: CEO and/or Program Director or Supervisor, a minimum of one month; other professional staff, a minimum of two weeks; Administrative Assistant and Accountant, a minimum of one month; other clerical staff, a minimum of two weeks. The notice may include the employee's reason for resignation. Under unusual circumstances, the employee may request termination of employment with less notice.

Dismissal. A written notice stating the reason for dismissal is given in accordance with the above periods of notification. The employee is given the opportunity to discuss the situation with the CEO. The Agency reserves the right to relieve the employee of his duties during the period of notification. The employee is paid for the required notification period unless the dismissal is for malfeasance.

Job Abandonment. Being absent from work, without communication to your immediate supervisor, for a period of three consecutive business days constitutes job abandonment.