Termination and Resignation

The Norwood Child and Family Resource Centre

Purpose

Norwood Child & Family Resource Centre acknowledges that terminations are an inevitable reality within any organization. The procedures identified in this Policy are designed to protect the best interests of the affected employee and the organization

Policy

Terminations

Terminations are to be treated in a confidential, professional manner by all concerned. Supervisors and the Executive Director will ensure thorough, consistent and evenhanded termination procedures.

Notice of termination of any permanent employee of NCFRC shall be given in writing in accordance with the Alberta Employment Standards Code.

During the first three months of the probationary period of employment, the services of any probationary employee of NCFRC may be terminated by the Executive Director or Program Manager at any time without written notice of termination or payment of money in place of notice of termination.

A termination at the end of an agreed to term of employment shall require no notice.

At the termination of employment, whether by resignation or dismissal, any outstanding entitlements owing to the employee shall be paid in full.

At the termination of employment, whether by resignation or dismissal, the employee shall immediately pay in full any outstanding amounts owing to NCFRC, as stated in the signed Letter of Offer. The employee authorizes the employer to deduct any outstanding amounts from the final pay cheque.

At the termination of employment of an employee, NCFRC shall pay the employee on the last working day.

At its discretion, NCFRC may pay an employee the full amount owing for the period of notice, in lieu of notice.

Resignations

Resignation by any employee in either a regular full-time or regular part-time position shall be given in writing with a notice period corresponding to the Alberta Employment Standards Code regarding termination.

Provided for reference only.
Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

HR Council for the Nonprofit Sector
www.hrcouncil.ca

NCFRC outlines the following procedures for voluntary resignation of employment:

- The executive director's resignation will be given, in writing, to the chairperson of the board of directors
- All other staff resignations will be given, in writing to the executive director or program manager. The notice period required is a minimum of two weeks, the same as is outlined under the Employment Standards Act of Alberta. Longer notice is preferred when possible.

Employees on probation may resign with 24 hours notice.

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization