

<b>SUBJECT:</b> Termination of Employment	<b>POLICY NO:</b> INT-17b	<b>LAST REVIEWED:</b> April 2018
<b>APPROVED BY:</b> Executive Board	<b>MANAGED BY:</b> Human Resources Manager	<b>NEXT REVIEW:</b> April 2020

**SUMMARY**

**Policy Statement**

From time to time, BCITSA or an employee may be required or choose to terminate employment for a variety of reasons. All proceedings relating to a termination of employment shall be in accordance with applicable legislation, as well as this Policy.

**Purpose of This Policy**

The purpose of this Policy is to:

- Detail the reasons and possible causes that would lead to a termination of employment.
- Outline the procedures related to employee termination.

**Application of This Policy**

This Policy applies to all full-time and part-time employees.

This Policy is in addition to, and not in substitution for rights an individual may have under existing legislation, such as the *BC Human Rights Code*.

**Related Documents and Legislation**

Legislation

- *BC Human Rights Code*
- *BC Employment Standards Act*
- *BC Worker’s Compensation Act*

BCITSA

- Policy INT-15 – Standards of Conduct

**Forms Associated With This Policy**

N/A

**Amendment History**

- Created 2018-04-30
- Amended [DATE]

**DEFINITIONS**

**DUTIES AND RESPONSIBILITIES**

**Human Resources Manager**

The Human Resources Manager is responsible for the interpretation and enforcement of this Policy.

**POLICY**

**1. Termination of Employment**

**1.1. Voluntary Resignation**

- a. Managerial employees shall provide either a minimum of one month's notice of resignation, or as stated in their employment contract, whichever is greater, to their respective manager to provide BCITSA time to make alternate arrangements for work coverage.
- b. All other employees shall provide either a minimum of two weeks' notice of resignation, or as stated in their employment contract, whichever is greater, to their respective manager to provide BCITSA time to make alternate arrangements for work coverage.
- c. Employees are encouraged to meet with their respective manager or the Human Resources Manager prior to resigning to discuss their reasons for resignation.

**1.2. Permanent Reduction of Employees**

- a. If a permanent reduction of employees is necessary, the decision of which employees are affected shall rest solely with the senior manager, in conjunction with the Executive Director.
- b. When notice of termination is required, it shall be given to the employee in writing, either in person or via email, on the following terms:

- i. Employees who have completed at least six consecutive months of employment will receive two weeks' notice.
- ii. Employees who have completed at least three consecutive years of employment will receive three week's notice.
- iii. For each subsequent year of employment, the employee will receive an additional weeks' notice, up to a maximum of eight weeks.
- iv. The period of notice shall not coincide with an employee's annual vacation.
- v. BCITSA may pay severance pay in lieu of notice in an amount equal to the period of notice required above.

**1.3. Permanent Reduction of Employees under Probation**

- a. If an employee is terminated on the basis of unsuitability or for cause during or at the end of the Probation Period, no notice or pay in lieu of notice shall be required or provided, except where required by law.

**1.4. Termination for Cause**

- a. If an employee is terminated for cause, they shall be terminated without notice or pay in lieu of notice.

**1.5. Other Termination**

- a. Termination for all other causes not listed in this Policy shall be governed by the *BC Employment Standards Act*.

**PROCEDURE**

N/A