Dundas Street Centre United Church Policy Manual

Section: B. Human Resources

Title: **RESIGNATION, RETIREMENT AND TERMINATION OF LAY STAFF**

Policy #: B-08

Approved/Amended: Apr. 12, 2014, Mar. 14, 2015

Referral Committee: Ministry and Personnel Committee

1.0   POLICY

1.1 Resignation and Retirement

Employees planning to end their employment with Dundas Street Centre must give formal written notice to their supervisory committee and the Ministry and Personnel (M&P) Committee. Minimum notice periods are: Secretary and Christian Education Director – 4 weeks; Custodians – 2 weeks. The M&P Committee may accept notice less than the minimum periods specified above in exceptional circumstances.

An exit interview may be conducted by the M&P Committee and any record of that interview will be retained by that committee. Relevant information may also be shared with any appropriate Unified Board Committee or the Unified Board as a whole.

1.2 Termination

Termination may occur for a variety of reasons (e.g. position elimination and "for cause"). In all cases of termination, notice or payment in lieu of notice as well as any severance shall be in accordance with government regulations and the Employment Standards Act with consideration being given to factors such as length of service, reason for termination and other circumstances prevailing at the time.

In the event termination is "for cause" (e.g. insubordination, dereliction of duty, inappropriate or criminal behaviour) the preceding may not apply.

Termination decisions are made by the Executive of the Unified Board in consultation with the supervising committee and the M&P Committee.

Termination decisions will be conveyed in writing, delivered in person or by registered mail and may be preceded by a meeting with the Chair of the Unified Board (or delegate) and a member of the M&P Committee. Ultimately the employee should be given a brief, honest explanation of the reason for termination and be told that the decision is irrevocable.