



Building Healthy Minds and Bodies since 1977

4.26 TERMINATION OF EMPLOYMENT

PURPOSE

To ensure a fair and consistent procedure to minimize disruption of service of voluntary and involuntary termination of employment at Okanagan Gymnastics Centre (OGC).

POLICY

Employee terminations will be handled in a fair and lawful manner. Terminations may arise from resignation, retirement, involuntary termination, abandonment and/or temporary layoff.

PROCEDURE

The employee and the Director of Operations shall make arrangements for the return of all OGC property.

Unused accrued vacation time will be paid out to the employee. No payment will be made for unused Health and Wellness credits.

If applicable, employee benefits will be terminated the month of the resignation.

Termination during Probationary Period

All newly hired employees have a 90 day probationary period, during which time their work performance is evaluated.

- Supervisor will identify unsatisfactory work performance and discuss the issues and ways to improve with the employee
- If there is no improvement the employee will be notified of termination and final day at work. This will be documented in writing.
- If there is an agreement between the supervisor and the Director of Operations that termination is warranted, the employee should be terminated and given one week's pay in lieu of notice of termination.

Resignation

All hourly employees are expected to give at least two weeks written notice of

termination of employment to their supervisor. All other employees are expected to give at least four weeks written notice to their supervisor, or in the case of the Director of Operations to the Board of Directors.

- Employees who resign or retire may be requested to participate in an Exit Interview.
- The supervisor will confirm the resignation in writing to the employee, and ensure the resignation is properly filed in their Personnel File.
- The period of notice must include time to be worked and may include vacation time with the agreement of the Director of Operations.
- The Director of Operations may waive the requirement of notice.

Occasionally, an employee may wish to revoke their resignation. This would be treated on a case by case basis in consultation with the supervisor and/or the Personnel Committee. There is no guarantee that the employee may return to the same position.

Involuntary termination

An employee who is released for disciplinary reasons, except for “just cause” or inability to perform their job requirements will receive written warning prior to involuntary termination proceedings begin.

OGC will comply with the requirements of the BC Employment Standards Act with respect to all terminations.

Job Abandonment

An employee who is absent from work for three(3) consecutive shifts without notifying their direct supervisor and cannot give an acceptable reason for his/her absence may be considered as having abandoned her/his employment.

An employee shall be afforded the opportunity within ten (10) working days to deny such belief and demonstrate there were reasonable grounds for not informing the employer.

References

OGC may give reference information to any prospective employer only if the employee consents by notifying their direct supervisor or Director of Operations in writing.

All reference requests must be approved by the Director of Operations.

APPROVED BY OGC BOARD OF DIRECTORS JANUARY 24, 2018