



Procedure Statement:

The Flower Cart is committed to termination practices that are transparent, legal, and ethical to help preserve the relationship of The Flower Cart and its past employees. This procedure adheres to Labour Standards. The Labour Standards Code takes precedent over this procedure.

Definitions:

Procedure:

The responsibility of the termination of an employee is shared by the entire management staff of The Flower Cart. HR will work with supervisors and the Executive Director to ensure that the Termination Procedure is adhered to. The Executive Director maintains the final approval of a termination.

HR will work with Executive Director, or supervisor, to ensure that the Termination Procedure is followed. To this end the following processes will be followed:

Resignation

Resignation is submitted, in writing, to the employee's immediate supervisor and the Executive Director.

The final employment date is determined.

An exit interview is scheduled 1-3 days before the final employment date, by the HR Department.

Follow the *Termination Checklist* – Schedule A for tasks to be completed when the resigning employee leaves.

Firing

Confirmation of termination by Executive Director.

Termination letter to be signed by terminated employee, two copies – one for HR and one for employee.

HR attends the meeting with the *Termination Checklist*.

Retirement

Employee provides to HR, in writing, their intent to retire.

The retirement date is determined.

An exit interview is scheduled 1-3 days before the retirement date, by the HR Department.

Follow the *Termination Checklist*.

Related Information:

Termination Checklist

Resignation letter

Intent to retire letter

Termination letter

Contact:

Human Resources Department

Roles and Responsibilities:

HR Department

- Schedule and hold exit interview 1-3 days before the final work day or after termination if possible.



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Section: Hiring

Date of Implementation: July 1999

- Create termination letter
- Complete sections 1, 2, 3, 4, 5, 6 of the Termination Checklist.

Executive Director

- Confirm termination
- Accept resignations
- Accept retiring request.
- Complete section 6 of Termination Checklist if need be.
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Supervisor

- Receive resignation
- Receive retirement request
- Recommended termination of employee
- May attend exit interview
- Complete section 3 of the Termination checklist
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Revision History:

May 2002, May 2012



Schedule A

TERMINATION CHECKLIST

Section 1:

Employee Name _____ Date _____

Reason for Termination _____

Department _____ Supervisor _____

Date Hired _____ Termination Date _____

Termination letter signed? Yes___ No___

Eligible for rehire? Yes___ No___

Current address on file? Yes___ No___

Have legislated standards been met regarding working notice or payment in lieu? Yes___ No___

Have human rights /common law entitlements been considered? Yes___ No___

Section 2:

If Employee Initiated:

- Copy of resignation letter Y N N/A
- Has the formal exit interview been conducted Y N N/A
- Final date of work _____

Section 3:

COMPANY PROPERTY RETURNED

- Office keys Y N N/A
- Cell phone Y N N/A
- Company laptop Y N N/A
- Keys / code papers Y N N/A
- Manuals/ books/ files Y N N/A
- Tools or equipment Y N N/A
- Clothing Y N N/A
- Swipe Card Y N N/A
- Money Y N N/A



Section 4:

ACCESS CANCELLATIONS

- Disconnect computer access Y N N/A
- Change employee's voicemail Y N N/A
- Remove building alarm code Y N N/A
- Email address removed and/or forwarded Y N N/A
- Employee name removed from lists Y N N/A
- Company credit card access Y N N/A
- Signing authority Y N N/A
- Petty cash authority Y N N/A
- Passwords changed Y N N/A
- Memberships cancelled Y N N/A

Section 5:

PAYMENT AND OTHER PAYROLL RELATED ACTIVITIES

- Final pay period determined Y N N/A
- Vacation pay calculated Y N N/A
- Holiday pay owing calculated Y N N/A
- Overtime / banked hours calculated Y N N/A
- Expenses or petty cash reimbursements Y N N/A
- Pay in lieu Y N N/A
- Advances or draws Y N N/A
- Bonuses Y N N/A
- Repayment of loans Y N N/A
- Garnishees Y N N/A
- SUB plan Y N N/A
- Christmas Leave pay Y N N/A
- Pension Y N N/A
- Health plan termination or switch to personal Y N N/A
- Life Insurance termination or switch to personal Y N N/A
- Employee Service Award Y N N/A
- Charitable Donations Y N N/A
- ROE issued Y N N/A

Section 6:

OTHER ADMINISTRATIVE TASKS

- Communicate departure to other staff via numbered memo Y N N/A

Signature

Date