



## **TERMINATION OF EMPLOYMENT – SUPPORT STAFF**

Frontier School Division recognizes that people are one of the Division’s most valuable resources. However, from time to time, unacceptable performance or behaviour can develop and persist. Depending upon the severity of the unacceptable performance, termination of employment may need to occur.

An individual’s employment contract may be terminated, with “cause” defined as a legally sufficient reason to terminate an individual’s employment contract without notice, or with notice pursuant to *The Employment Standards Code*.

Termination of an employment contract shall be made only by the Chief Superintendent.

The attached regulations outline approvals, notice periods and exceptions.

Information: [The Employment Standards Code](#)

Adopted September 1, 2009		
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## **TERMINATION OF EMPLOYMENT – SUPPORT STAFF**

The following regulations outline the requirements for approvals and notice periods.

### **1. Approval of Terminations**

- a. The Chief Superintendent shall approve all terminations of employment.
- b. Letters of termination of employment shall be signed by the Chief Superintendent.

### **2. Termination Notice Periods**

- a. The Division shall give an employee the amount of notice pursuant to *The Employment Standards Code*.
- b. The Chief Superintendent, or designate, may allow the employee to work out the notice period, or pay wages in lieu of notice, for the same number of weeks.

### **3. Exceptions to Notice Requirements**

Notice, or wages in lieu of notice, does not apply in the following circumstances:

- a. When an employee’s period of employment is less than:
  - i. the probationary period specified in a collective agreement that applies to the employee, if that period is one year or less; or
  - ii. in any other case, thirty (30) days.
- b. When the employment is for a fixed term and terminates at the end of the term as set out in the letter of appointment;
- c. When the employee is dismissed “with cause”.

### **4. Division Property**

The terminated employee shall return all items belonging to Frontier School Division.

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