



## Cessation of Employment #300.03

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Adopted:	January 13, 2017
Last Reviewed/Revised:	June 2023
Responsibility:	Superintendent of Education
Next Scheduled Review:	2026

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### POLICY STATEMENT:

Regardless of the reason for cessation of employment, the Brant Haldimand Norfolk Catholic District School Board (the Board) will support all employees with their transition. The Board will ensure a clear understanding of the roles and responsibilities and will provide efficient, accurate, and supportive measures in processing the various types of cessation of employment.

### APPLICATION AND SCOPE:

This Administrative Procedure has been developed to clarify roles and responsibilities when employment ceases for reasons of resignation, retirement, termination, or death; to assist employees in understanding the process and to provide direction to supervisors with respect to their duties, responsibilities and required processes when an employee is ending their employment.

### REFERENCES:

- [BHNCD SB HRS 300.19 Progressive Discipline Policy](#)
- [Ontario Employment Standards Act | ontario.ca](#)

### FORMS:

N/A

### APPENDICES:

N/A

### DEFINITIONS:

#### Board Property

All equipment and resources provided to and used by an employee that are the property of the Board. This includes, but is not limited to, all electronic equipment including computers, laptops, note pads, printers, cell phones, purchase cards, keys, and identification badges.



## ADMINISTRATIVE PROCEDURES:

### 1.0 Responsibilities

#### 1.1 Employee

- 1.1.1 Providing a written letter of resignation or retirement to their supervisor/manager.
- 1.1.2 Returning all Board property (equipment, keys, identification badges, etc.) by the effective date of cessation of employment.
- 1.1.3 The employee shall review any outstanding/pending work with their supervisor and establish a plan for completion and successful transition.

#### 1.2 Supervisors/Manager

- 1.2.1 Immediately forwarding the resignation/retirement letter for permanent employees to the Director of Education's Office.
- 1.2.2 Forwarding casual/temporary staff resignation/retirement letters to the Human Resource Services Department.
- 1.2.3 Consulting with their Superintendent and the Human Resource Services Department if termination of employment is being considered.
- 1.2.4 Completing their assigned sections of the electronic Retirement/Resignation/Termination Checklist.
- 1.2.5 Collect all Board property (equipment, keys, identification badges, etc.) by the effective date of cessation of employment.

#### 1.3 Director's Office

- 1.3.1 Forwarding an acknowledgment letter to the employee.
- 1.3.2 Forwarding the resignation/retirement letter and a copy of the acknowledgement letter to the Human Resource Services Department for the employee's personnel file.

#### 1.4 Human Resource Services

- 1.4.1 Entering the resignation/retirement/termination/death in the Human Resource Services Information System (HRIS).
- 1.4.2 Verifying outstanding vacation balance, as applicable, and confirming with the Payroll Department if balances should be paid out.
- 1.4.3 Completing their assigned sections of the electronic Retirement/Resignation/Termination Checklist.

#### 1.5 Payroll and Benefits Services

- 1.5.1 Ensuring that pay owing to the employee is reconciled and paid, including any outstanding vacation pay; as applicable.
- 1.5.2 Filing a Record of Employment electronically with Service Canada.
- 1.5.3 Completing any required Pension reporting.
- 1.5.4 Completing their assigned sections of the electronic Retirement/Resignation/Termination Checklist.

#### 1.6 Information Technology Services

- 1.6.1 Deactivating access to all Board electronic systems on the effective date of cessation of employment, except as permitted.
- 1.6.2 Completing their assigned sections of the electronic Retirement/Resignation/Termination checklist.



### 1.7 Facilities Services

- 1.7.1 Deactivating the employee's Identification Badge and building access on the effective date of cessation of employment.
- 1.7.2 Completing their assigned sections of the electronic Retirement/Resignation/Termination checklist.

### 1.8 Procurement & Risk Management Services

- 1.8.1 Deactivating Board-issued cellular phones, purchasing cards, purchase on account access and online ordering authorization.
- 1.8.2 Completing their assigned sections of the electronic Retirement/Resignation/Termination checklist.

## 2.0 Employee Notice

- 2.1 The employee is to provide written and signed notice of resignation or retirement to their supervisor/manager, stating the effective date of resignation/retirement.
- 2.2 A minimum of two weeks written notice and, preferably, at least four weeks is requested for resignation of employment and 90 days is requested for retirement notification, to allow for adequate staffing and replacement; as necessary.
- 2.3 The employee must return to their supervisor, all Board provided equipment, property, and resources by the effective date of cessation of employment.
- 2.4 If consideration is being given to termination of an employee, Human Resource Services and the respective Superintendent must be contacted by the supervisor/manager prior to any action being taken. Human Resource Services and the Superintendent will ensure that appropriate legal guidance has been obtained and that collective agreement provisions and appropriate employment law practices have been followed.

## 3.0 Access to Board Electronic Systems and Building/Offices

- 3.1 Access to Board electronic systems, including email, automatically ends on the effective date of cessation of employment, except if specific written approval has been granted to extend access.
- 3.2 In exceptional cases and where continued access is required for any valid business reason after employment ends, written approval must be granted by the respective Superintendent.
- 3.3 Electronic Access through the employee's Identification Badge to Board buildings and offices ceases on the effective date of cessation of employment.

## 4.0 Processing of the Retirement, Resignation or Termination

- 4.1 Human Resource Services Coordinator enters the resignation, retirement, or termination in the HRIS system. This triggers notification to Payroll and Benefits, Information Technology, Facilities and Procurement & Risk Management Services and initiates the electronic Retirement/Resignation/Termination Checklist.
- 4.2 Human Resource Services Coordinator verifies outstanding vacation balances, as applicable, and confirms with Payroll that payout should be processed.

## 5.0 Death of an Employee

- 5.1 The supervisor/manager who is advised of an employee death is responsible for notifying the Director's Office and the appropriate Human Resource Services Coordinator.
- 5.2 Human Resource Services will obtain appropriate confirmation (death notice) and will process the entry in the HRIS system.
- 5.3 Payment of salary ceases on the date of death. Payroll and Benefits will ensure that the Employee Life and Health Trust has been contacted to initiate any relevant benefits changes or payouts.



- 5.4 The appropriate Superintendent will determine if the employee had Board-assigned equipment, keys, and other property that needs to be returned.
- 5.5 Within a reasonable and sensitive time period, the Superintendent or designate will contact the emergency contact to arrange for return of Board property as applicable.

## 6.0 Final Pay & Benefits

Payroll and Benefits Services will:

- 6.1 Process final payment on the next available pay date after the effective date of cessation of employment, taking into consideration pay processing deadlines.
- 6.2 Prepare and electronically file the Record of Employment with Service Canada within the legislated timeframes.
- 6.3 Calculate and reconcile earnings and advises employee (or emergency contact) of any monies owing to the Board and arranges for payment of any outstanding funds; including vacation payout as applicable.
- 6.4 Ensure that any benefit premium contribution owing to the Employee Life and Health Trust or Provincial Benefits Trust are deducted and remitted to the Trusts.
- 6.5 Complete required electronic submissions to the Pension Plans as applicable.

## 7.0 Retirement

- 7.1 In 2006, Human Rights legislation was amended to remove the mandatory retirement age. While respecting this legislation, the Brant Haldimand Norfolk Catholic District School Board anticipate a normal retirement age of 65 for all employees.
- 7.2 Employees are eligible to retire with a full unreduced pension at their normal retirement age as defined by the pension plan for which they are a member.
- 7.3 The Board requests written notification to be submitted a minimum of 90 days prior to retirement to allow for necessary staffing, payroll, pension, and benefits process to occur efficiently.