



Policy Name: Termination of Employment	Policy Number: D2
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Policy Statement:

SAOC shall follow certain guidelines for termination of employment for all SAOC staff.

Purpose:

To establish guidelines by which termination of employment is to be handled.

Related Policies:	
Review Plan: 5 years	Review Date: March 2021
	Ratification Date: March 8, 2011



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Procedure:

1. Termination of employment may be initiated either by the employee or the SAOC.
 - a. All staff may only be terminated by Executive Council, upon recommendation of appropriate Administrative Coordinator.
 - b. The Administrative Coordinator may only be terminated by the President of Executive Council upon direction from Executive Council.
2. Termination of employment initiated by the employee must be submitted in writing.
 - a. The written resignation must be received within the guidelines established under the Alberta Employment Standards Code.
3. Termination of employment initiated by SAOC must be given to the employee in writing according to the minimum standards set out under the Alberta Employment Standards Code.
4. Payment of wages, benefits, and holiday/overtime pay will be made following termination based on the Alberta Employment Standards Code.
5. No notice of termination will be required if the employee is still within their three-month probationary period or at the end of a temporary contract.
6. An employee may be terminated by the SAOC for just cause without notice or pay in lieu of notice.
 - a. The SAOC must be in possession of sufficient evidence and documentation to support a claim of just cause before an employee may be terminated for just cause.
7. If an employee is terminated without just cause, the employee must either be terminated with notice or pay in lieu of notice.

Supporting Documents: Alberta Employment Standards Code: Termination of Employment	
Review Plan: 5 years	Review Date: March 2021