

TERMINATION POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Termination Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>D. High level of involvement of professional staff who are of the same cultural background as the students with whom they are working.</i>
<i>Educators</i>	<i>N/A</i>
<i>Students</i>	<i>N/A</i>
<i>Curriculum</i>	<i>N/A</i>
Approval Date & Board Motion Number	12/6/2022 Motion#104-2022
Effective Date	12/6/2022
Previous Versions	Date initially approved: 3/8/2000 Date of last revision: 11/1/2022

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 The end of an employment relationship between an employee and an employer can come in various forms, either by the choice of the employee or employer. A reasonable process and/or guidelines are in place to mitigate any potential issues that may arise from the termination of an employment relationship.

2.0 Definitions

“termination” Termination of employment or separation of employment is an employee’s departure from a job and the end of an employee’s duration with an employer. Termination may be voluntary on the employee’s part, or it may be at the hands of the employer, often in the form of dismissal or a layoff.

3.0 Application

3.1 This policy applies to all staff members of Kenjgewin Teg.

3.2 This policy does not apply to postsecondary instructors who are assigned to teach a postsecondary course(s) delivered solely by Kenjgewin Teg and/or together with a postsecondary partner of Kenjgewin Teg.

4.0 Policy

Policy Objective

4.1 The objective of this policy is to establish a reasonable process for the termination of a working relationship between the employer and the employee.

Layoff

4.2 All full-time employees shall be given at least two weeks' notice in writing before the lay-off.

4.3 Temporary employees shall be given at least five days prior notice in writing.

4.4 It is expected that as re-organization occurs and job descriptions are adjusted to be more in tune with community needs, some positions may be considered redundant.

Resignation

4.5 All employees are required to give a minimum of two weeks' notice of resignation, prior to separation.

4.6 Any employee who is absent five consecutive days without prior permission or reasonable cause will be regarded as having voluntarily resigned.

4.7 If an employee resigns with annual leave owing to them they will receive payment, subject to standard deductions.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

Related Legislation, Policies, Procedures, Guidelines and Documents	Policy #3.0.2 Termination
Policies Superseded by this Policy	<i>Kenjgewin Teg Personnel Policy, P3.0 Progressive Discipline, #3.0.2</i>
<i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i>	