## TERMINATION POLICY

[Organization Name] is committed to ensuring that all employee terminations of employment are handled fairly and consistently, according to legislated employment practices, specifically *Northwest Territories' Employment Standards Act (the Act)*.

DEFINITIONS

The Act defines the following terms:

"Notice of termination" means a written notice of termination of employment given by an employer to an employee in accordance with section 37.

"Temporary layoff" means an interruption of the employment of an employee by an employer for a period described in subsection 42(1).

"Termination pay" means a payment made by an employer to an employee in accordance with section 39.

POLICY

[Organization Name] will follow the rules in the Act and the terms set out in an employee’s contract regarding ending the employment relationship.

All terminations, no matter the cause, will be handled respectfully and confidentially.

[Organization Name] will never end someone’s employment or penalize them in any way for asking questions about or exercising their rights under the Act.

Resignation

In the case of resignation, [Organization Name] requests that employees provide a minimum of two weeks' written notice.

Notice of Termination and Termination Pay

When terminating an employee without cause, [Company Name] will provide written notice or pay in lieu of notice, in accordance with the Northwest Territories Employment Standards Act.

The minimum notice period or pay in lieu of notice is as follows:

* Employers must give notice of termination to an employee in advance of the date of termination by a period of at least two weeks plus one additional week for each year of employment over two years, to a maximum of eight weeks.

Temporary Layoff

[Organization Name] will refer to and adhere to the Act if a temporary layoff is required for any reason and shall give an employee a written notice of temporary layoff, indicating the expected date on which the employee will be requested to return to work.

Per the Act, should [Organization Name] temporarily lay off an employee without providing notice, the employee's employment will be considered terminated.

According to the Act, a temporary layoff may become permanent if it lasts longer than 45 days during a period of 60 consecutive days. In such cases, [Organization Name] will provide any termination pay to the employee, as required.

Final Wages and ROE

Upon termination of employment, [Organization Name] will ensure that all final wages owed to the employee are paid no later than the next regular payday following the termination date.

This includes the following:

* Regular wages for hours worked up to and including the last day of employment.
* Any accrued vacation pay.
* Any other outstanding compensation or benefits owed to the employee.

[Organization Name] will provide the employee with a Record of Employment (ROE) within five days of the termination. The ROE is a document that outlines the employee's employment history, including dates of employment, insurable earnings, and any insurable hours. This document is important for the employee to apply for Employment Insurance benefits, if applicable.

Return of Employer Property

Whether the termination is voluntary or involuntary, the employee must return all company property, including things such as keys or computer devices. All intellectual property, whether information, products, or content created for the employer, will remain the property of the employer.

Rehiring

Employees who are terminated for cause may not be eligible for rehire.

References

[Organization Name] can provide references upon request; employees may contact their supervisor for specific information about this program.

Exit Interviews

[Organization Name] invites all employees who have retired or resigned from the organization to share their thoughts and reasons behind their decision to leave. The employee has the choice of selecting who will conduct their exit interview. The information gathered from the exit interview will be used to improve processes at [Organization Name].