

## POLICY 6.15 – End of Employment Relationship

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### Related University Policies:

**Effective Date:** July 1, 2013

**Supersedes:** June 20, 2013

(Incorporated Policy 6.21 – Position Elimination and Policy 6.22 – Termination for Cause)

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### I. PURPOSE

This policy addresses ending employment of PMA Eligible staff as a result of organizational change, termination without cause and termination with cause. It is in accordance with all applicable federal and provincial legislation including, but not limited to the Ontario Employment Standards Act, 2000.

being granted an interview for regular full-time position

[Western's Human Resources website](#), where the staff member is qualified for the position(s) and has notified Human Resources in writing of his/her interest in the position. Preferential Placement is available for up to six months from the date of the staff member's position being eliminated.

### POLICY

#### 1. Position Elimination as a Result of Organizational Change

- a) It is Western's intent to maintain a PMA Eligible staff member's employment whenever it

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different, the options available to individual staff members may vary.

- b) Staff members whose positions have been identified for elimination as a result of organizational change under this policy are eligible for Preferential Placement.
- c) The staff member will be given written notice of termination or pay in lieu thereof plus severance, equal to one month's salary, plus an additional one-half month salary per completed year of service beyond the first completed year of service. In all cases, this payment provided to the staff member would satisfy the termination and severance pay requirements of the Employment Standards Act, 2000. In circumstances where staff members are required to work during either a portion of or the entire notice period, they will receive payment at the end of the completion of the working notice period that will satisfy any remaining Employment Standards Act, 2000 termination and/or severance pay entitlements.
- d) The staff member will receive payment for any accrued but unused vacation entitlement as of the effective date of the position elimination.

### 2. Termination without Cause

- a) Western may end the employment relationship without cause in circumstances other than position elimination as a result of organizational change. In those circumstances, sections 1 (a), (b), (c) and (d) above do not apply.
- b) The staff member will be given written notice of termination or pay in lieu thereof plus severance, equal to one month's salary, plus an additional one-half month salary per completed year of service beyond the first completed year of service. In all cases, this payment provided to the staff member would satisfy the termination and severance pay requirements of the Employment Standards Act, 2000. In circumstances where staff members are required to work during either a portion of or the entire notice period, they will receive payment at the end of the completion of the working notice period that will satisfy any remaining Employment Standards Act, 2000 termination and/or severance pay entitlements.
- c) The staff member will receive payment for any accrued but unused vacation entitlement as of the effective date of the termination.

### 3. Termination for Cause

#### a) Performance

Western strives to ensure PMA Eligible staff perform their best in their roles and this is facilitated through [Policy 6.4 - Performance Plan and Review](#). In situations where performance is unsatisfactory, termination for cause may result and the following steps will apply:

- (i) Except as noted in (b) below, a staff member shall be informed, in a scheduled meeting, by his/her immediate supervisor of any unsatisfactory performance or unacceptable behaviour, of the required performance standards and available supports as appropriate.

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- (ii) Should the unsatisfactory performance or unacceptable behaviour persist, the staff member, in a scheduled meeting with the supervisor, may be issued a written letter outlining the specific