



CITY POLICY

POLICY NUMBER: A1111

REFERENCE:

Commissioner's Ref: #12901 September 9, 1977
City Manager 1986 11 03

ADOPTED BY:

City Manager

SUPERSEDES:

5052

PREPARED BY: Finance Department

DATE: 1986 11 03

TITLE: RECORDING OF TERMINATION DATES

Policy Statement:

1. EMPLOYEES WHO RESIGN FROM THE CIVIC SERVICE SHALL:
 - (A) BE ELIGIBLE TO LIQUIDATE APPLICABLE CREDITS PRIOR TO THE TERMINATION DATE.
 - (B) DESIGNATE SUCH TERMINATION DATE IN THEIR NOTICE OF RESIGNATION.
2. EMPLOYEES WHO ARE RELEASED BY THE CITY SHALL HAVE THEIR LAST WORKING DAY RECORDED AS THE TERMINATION DATE.

The purpose of this policy is to:

Establish a consistent method of recording termination dates for employees who resign from the Civic Service and to ensure compliance with the Alberta Labour Act in respect of employees who are released by the City.



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1. DEFINITION

Termination Date: as the date to be entered in City Records as the last day of employment in the Civic Service in accordance with the Alberta Labour Act or the applicable Collective Agreement but such that all applicable credits are recorded and available for liquidation prior to such date.

2. RESPONSIBILITIES

2.01 Department Heads - shall ensure that proper notice is given, as required under the Alberta Labour Act, or under the appropriate Collective Agreement.

2.02 Employees - shall submit their notice of resignation designating the termination date to their appropriate supervisor at the earliest opportunity and, in any event, in accordance with the applicable Collective Agreement.

2.03 General Manager - Finance Department - shall ensure that termination dates are recorded in accordance with this policy.

3. PROCEDURES

3.01 Effective Date - the effective date or resignation may fall during or after a normal period of off days. (See also 3.04(b) below).

3.02 Advance Notice of Termination Date - where the Alberta Labour Act or a Collective Agreement provide that notice will be given for a specified period of days in advance of the termination date, the required notice by the employer or employee as applicable shall be given in advance of the applicable termination date.

3.03 Vacation Credits

(a) Employees who resign from the Civic Service shall be allowed to use accrued vacation credits prior to actual termination, or may elect a cash payout of accrued vacation credits.

(b) If employees elect to take a vacation leave prior to their resignation and it is determined that the employee is employed with another employer during the period of vacation leave, the leave shall be cancelled and remaining vacation leave paid out in cash.

3.04 Income Replacement Credits

(a) Employees who are on long-term sick leave on the date the notice of resignation is tendered shall be allowed to use accrued Income Replacement prior to actual termination, or may elect a cash payout of Income Replacement credits in accordance with the applicable Collective Agreement or Benefit Plan.

(b) Employees who recover from such an illness after giving notice of resignation shall have their date of recovery recorded as the termination date, and unused Income Replacement credits shall be paid in cash in accordance with the formula established in the applicable Collective Agreement or Benefit Plan.



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- (c) An employee who is not on long-term sick leave and who resigns from the Civic Service shall receive a cash payout of Income Replacement credits in accordance with the formula established in the applicable Collective Agreement or Benefit Plan.