

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p><b>GOVERNANCE</b> Human Resources</p>
<p><b>HUMAN RESOURCES TERMINATION, RETIREMENT &amp; LAY-OFF</b></p>	<p>Policy Number</p> <p>G-22.5</p>

## Preamble

Situations may arise whereby an employee is terminated for just cause. In such a situation, any actions that the organization takes must be legally and ethically defensible.

Conditions may also arise that require the organization to review its staffing complement and to adjust it from time to time. When such reviews require the lay-off of staff, the Rainy River District Social Services Administration Board (RRDSSAB) will endeavour to relate to the affected employees in a professional and compassionate manner, using all avenues within their means to ensure the lay-off process is fair and equitable. In lay-off situations, the potential for retirements will be investigated in order to accommodate staffing changes through attrition.

## Policy

Administration will adhere to lay-off and termination provisions in respective *Employee Agreements*. If necessary, administrative policies will outline processes and preferred resolutions for the lay-off and termination of employees.

Administration ensures that the organization's actions are legal and defensible against charges of wrongful dismissal.

**ADOPTION & REVIEW GUIDELINES**

Approved by Res. #05/99 on 14 January, 1999  
Reviewed/Revised by Res. #87/02 on 17 October, 2002  
Reviewed/Revised by Res. #99/06 on 14 September, 2006

Approximate date of next review: September, 2009

<b>REFERENCES:</b>	<b>POLICY AREA</b>	<b>POLICY NAME AND NUMBER</b>
	Human Resources	HR-24.0, Employee Lay-off
	Human Resources	HR-24.2, Termination of Employment