

Resignation/Retirement

Reviewed Date		Number	<i>HR0208</i>
Revised Date	<i>May 14, 2008</i>	Approved Date	<i>December 19, 1990</i>

Introduction

It is the Board of Health's intent to provide continuous employment to all permanent employees. The Board also recognizes that an employee will voluntarily end their employment through resignation or retirement.

Purpose

The purpose of this policy is to inform Simcoe Muskoka District Health Unit Board of Health members, employees, students and volunteers of the procedure for a resignation or retirement from the agency.

Legislative Authority

Employment Standards Act

Policy Definitions and Interpretation

N/A

Policy

There is a contractual agreement between employees and the employer (the Simcoe Muskoka District Health Unit). The contract is for an indefinite period of employment unless otherwise stated. As such an employee cannot be forced to retire at age 65, unless there is a bona fide occupational requirement allowable under the *Human Rights Code* due to the nature of employment.

When an employee announces his/her intention to resign or retire a written intention by the employee is required. Where the resignation/retirement is questionable, immediate steps should be taken by the Director to determine the real cause, and where possible and desirable, correct the situation in order to retain the employee.

Employees walking off the job will be considered as voluntary terminations.

Procedures

1. An employee who is a member of OMERS and who intends to retire is advised to request a pension quote a minimum of six months prior to the estimated retirement date, consult with OMERS or private retirement planning experts, speak with Human Resources on employment details related to retiring and investigate and plan for Canada Pension.

2. A minimum of two months prior to the last day of employment, the employee will advise their Director in writing of their retirement date with a copy to the Manager and Human Resources.
3. An employee who intends to resign will provide a minimum of two weeks notice prior to the last day of employment. The letter will advise their Director in writing of their resignation date and reason for resignation with a copy to the Manager and Human Resources.
4. An employee must end their employment with the Simcoe Muskoka District Health Unit before starting work with another employer.
5. The Director will acknowledge the employee in writing and will forward a copy of their response to Human Resources.
6. Benefits including family dental, major medical and life insurance will be offered to retiring employees at a cost-shared amount of 50% employee/employer contributions up to the age of 65. The employee must have been enrolled in benefits prior to their retirement and must be in receipt of pension to qualify for this option. The employee is responsible to notify Human Resources of their benefit requirements. Employees who resign will cease benefit coverage on their last day of employment.
7. Vacation, sick leave and comp time pay-outs are outlined in their respective policies.
8. Human Resources will communicate directly with staff regarding resignation/retirement details and to arrange an exit interview.
9. An employee will receive a record of employment with their final pay. It is the employee's responsibility to advise Human Resources of any address change, post employment.

Related Policies

HR0206 Temporary Lay-Offs

HR0207 Termination Compensation

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

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