

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : EMPLOYEE SEPARATIONS
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I PURPOSE

The purpose of this policy is to define the process that should be followed for employee separations.

II APPLICABILITY

This policy applies to all NFTA/NFT Metro employees.

III POLICY

Permanent Employees

1. Resignation

It is expected that an employee who intends to resign from NFTA/NFT Metro will provide written notice to the Authority, which will include the expected resignation date. It is important that the date of resignation is actually the last day worked. An employee will not be allowed to utilize vacation or other accumulated leave in order to extend his or her resignation date.

If an employee qualifies to receive payment for accumulated vacation leave under applicable labor contracts and/or policy, payment will be made within two weeks of separation. On or prior to the last day of work, the employee is required to return all property owned or issued by NFTA/NFT Metro.

On the employee's last day of work, the branch/department should work closely with Human Resources to ensure that all property is returned prior to the employee leaving his or her work location.

2. Termination

Appropriate supervisory staff is delegated with the power to suspend an employee with the intent to terminate, with proper justification. Any suspension, including suspension with the intent to terminate, is to be carried out according to Authority procedures, and/or according to contractual requirements, where applicable.

Any request to terminate an employee must be approved by the appropriate branch Director, the Director of Human Resources, and the Executive Director, before it will be implemented.

As with resignations, an employee will not be permitted to utilize vacation, sick, or personal leave time to extend their days worked. Human Resources will work with Payroll to ensure that any monies due to the employee will be paid within two weeks of separation.

Temporary Employees

It is the responsibility of the supervisor/manager in the hiring department to notify Human Resources

when a temporary employee separates from employment with NFTA/NFT Metro. This notification should be made to Human Resources as soon as possible, but no later than 2 business days after separation. In order to properly respond to unemployment insurance claims, Human Resources must also be advised of the specific reason for the resignation or termination, such as return to school, end of seasonal assignment, etc.