



EMPLOYMENT POLICY MANUAL

Subject: Notice of Resignation	Approval Date: June 17, 2013	By-Law No. 1785-13
--	--	------------------------------

3.11 NOTICE OF RESIGNATION

1. POLICY STATEMENT

All employees are expected to give written notice of their intention to leave the employ of the Municipality of Red Lake. An employee who indicates his/her intention to resign will be required to work his/her term of notice, and the last day worked will be considered the date of voluntary resignation. This provides the Municipality with time to recruit a replacement and to process the final pay and related documents.

2. NOTICE PERIOD

- 2.1 All unionized employees are requested to give a minimum of two (2) weeks' notice of their intention to resign.
- 2.2 All non union and nonsupervisory employees are requested to give a minimum of four (4) weeks' notice of their intention to resign.
- 2.3 All non union supervisory/management employees must give a minimum of four (4) weeks' notice of their intention to resign.

3. EXIT PROCEDURES

- 3.1 Any and all Municipal property (e.g. keys, I.D. cards, credit cards, clothing, etc.) in the possession of an employee who is resigning must be returned to the immediate supervisor before the employee's final day of work and the Municipal Property Checklist must be completed. (Attached as Appendix A).
- 3.2 Final pay will be processed in the payroll period immediately following the last day worked.
- 3.3 Department Heads are required to forward written notices to the Human Resources Manager, within twenty-four (24) hours following the date they receive the notice.
- 3.4 The Department Head shall provide the employee with the Exiting Interview Information Form attached as Appendix B
- 3.5 The Human Resources Manager will complete an Exit Interview with the Exiting employee if the employee so wishes.

APPENDIX A – MUNICIPAL PROPERTY CHECKLIST

EMPLOYEE NAME _____

	DATE KEY RECIEVED	DATE KEY RETURNED	SIGNATURE
BUILDING - KEYS			
Arena			
Recreation Centre			
Municipal Office			
Red Lake Recreation Centre			
Red Lake Recreation Centre Shop			
Public Works Shop			
Balmertown Child Care			
Red Lake Child Care			
St. John’s Child Care			
Red Lake Best Start			
Balmertown Best Start			
McKenzie Island Fire Hall			
Cochenour Fire Hall			
Balmertown Fire Hall			
Red Lake Fire Hall			
Madsen Fire Hall			
Other Keys:			
CREDIT CARD			
TOOLS			
I.D. CARD			
CLOTHING – LIST:			
RETURN FORM TO HUMAN RESOURCES MANAGER			

APPENDIX B – EXIT INTERVIEW FORM



THE CORPORATION OF THE MUNICIPALITY OF RED LAKE

MUNICIPAL OFFICE - 2 FIFTH STREET - P.O. BOX 1000
BALMERTOWN, ONTARIO
P0V 1C0

WEBSITE: www.red-lake.com
E-MAIL: municipality@red-lake.com

TELEPHONE: 807-735-2096
FAX No.: 807-735-2286

Exit Interview Form

Employee's Name: _____

Employee's Title: _____

Department: _____

Supervisor: _____

The Corporation of the Municipality of Red Lake requests that you take the time to answer the questions below. Your honesty is appreciated, and all responses will be held in confidence.

1. What was the length of your employment?

2. What are your reasons for leaving?

3. What was the particular event or series of events that prompted your departure?

4. What were your primary duties?

5. Did your duties change or become unsavoury throughout your employment?

6. What did you like about your job?

7. What did you dislike about your job?

8. What would you change about your job?

9. Were you satisfied with your career progression? If not, why?

10. Were you satisfied with your salary/benefits?

11. Were you satisfied with your supervisor or quality of supervision?

12. How would you describe your working relationship with your supervisor?

13. How could your supervisor improve his/her leading style?

14. Were you harassed or discriminated against by anyone in this company?

15. Was your performance hindered by any company policies or procedures?

16. How would you describe your working relationship with your co-workers?

17. Do you feel that your job was contributory to the company's success?

18. Are there any working conditions at this company that you feel are detrimental?

19. Do you have you any suggestions on how to improve working conditions here?

20. Do you have any other comments you wish to make?

Name of Employee: _____

Date of Departure: _____

HR Representative: _____