

Policy #13

Termination

Intent

Termination of an IPP RS shall be conducted as per the following procedures:

General

Termination is the permanent cessation of employment by IPP due to the conclusion of a fixed term appointment, resignation, retirement, death, financial stringency, cessation of operations, or dismissal with cause.

Guidelines

1. Conclusion of a fixed term appointment – see Policy #1.
2. Resignation – an IPP RS may resign his/her position upon giving the IPP Director a minimum of two weeks written notice.
3. Retirement – see Policy #12.
4. Death – see Policy #14.
5. Financial stringency/cessation of operations – this situation could arise due to the reduction or termination of the NSERC grant that supports the RS program (see Policy #10). Notice of termination and the determination of severance payments is the responsibility of the BOT. The amount of notice and severance payment for Continuing RS shall be:
 - a. Lay-off:
 - i. Six months notice will be given to tenured IPP RS who are laid off as a result of financial stringency.
 - ii. In addition, should funds be available, the notice will be extended by one month's notice per year of service to a maximum of twenty four months.
 - iii. Finally, should funds be available, the minimum total notice for those with less than six years of service would be twelve months.
 - b. Severance Pay:
 - i. On termination of employment with IPP as a result of lay-off due to financial stringency, IPP RS with a continuing appointment will be

entitled to a severance payment of one week's pay per year of service to a maximum of 26 weeks.

6. Dismissal with cause – an IPP RS may be discharged “with cause” in the case of incompetence or gross misconduct.