

Termination of Employment

Policy No. 349

Policy Statement: The Archdiocese may terminate employment without notice for grounds deemed culpable (just cause) and without pay in lieu of notice.

The Archdiocese may also terminate an employee with notice or with pay in lieu of notice, based upon non-culpable grounds or reasons.

Definition: Termination of employment is culpable when it is determined that an employee has been engaged in serious and inappropriate activity that breaches the Code of Ethics & Accountability and archdiocesan policies. (See Appendix 117A)

Culpable grounds (just cause) include but are not limited to:

- theft
- fraud
- dishonesty
- misrepresentation of academic/professional qualifications/experience
- sexual harassment/assault
- physical assault
- breach of duty or fidelity
- conflict of interest
- willful disobedience/insubordination
- chronic absenteeism/lateness
- unauthorized absence(s)
- incompetence
- verbal or written threats
- inappropriate use of computer/internet or email
- undermining of the Archdiocesan mission/values or policies
- causing discredit to the Archdiocese
- acts of vandalism
- failure to comply with conditions in the Contract for Employment
- failure to comply with the Code of Ethics

Procedure:

a) Prior to a decision being made to terminate employment, the employee's immediate supervisor or designate must discuss and review with the appropriate authority and the Human Resources Manager all relevant documentation and evidence, including any information obtained from an investigation. If legal counsel is required, it will be arranged by Human Resources on a case by case basis.

- b) Written notice is to be given to an employee including the terms of termination. Final pay can be made by direct deposit or by cheque.
- c) The termination of an employee should occur in person, whenever feasible, and all archdiocesan property, including but not limited to:
- keys
 - laptops
 - cell phones
 - pagers,
 - security access cards/codes
 - computer storage devices
 - etc.
- are to be returned at the time of termination.

Assistance will be provided to an employee for the removal of all personal items, so that the employee can vacate the premises in a timely manner.

Security and computer access by an employee will also be discontinued immediately.

- d) The Moderator of the Curia shall be notified promptly of any terminations.

Refer to Policy:

No. 347 Progressive Discipline

Refer to Appendix

117A Code of Ethics and Accountability

