



## ARCHDIOCESE OF REGINA

<b>Policy Name:</b>	Mutual Termination of Employment	<b>Number:</b>	S6-7
<b>Policy Type:</b>	Management of Staff	<b>Date Approved:</b>	February 2017
<b>References:</b>	<i>The Saskatchewan Employment Act</i> , 2013. c. S-15.1, s.2-60; s.2-61; s.2-63.	<b>Date Revised:</b>	

**Policy Statement:** If there is an agreement between the employee and employer that the employee does not possess the skills to perform her/his responsibilities, the employee and the Archdiocese of Regina may agree upon a mutual termination of employment.

- Procedure:**
- a) The Mutual Termination of Employment will include a written agreement (Appendix W) which outlines:
    - i. The measures taken to help the employee be successful in her or his position.
    - ii. Termination date.
    - iii. Any compensation that may have been negotiated between the employee and the administrator responsible for Human Resources and approved by the Archbishop of the Archdiocese of Regina.
  - b) An exit interview or questionnaire is recommended. (Appendix Xa or Xb)
  - c) If an exit interview is not possible the administrator responsible for Human Resources shall:
    - i. Confirm the employee's address and telephone number and provide the exiting employee with information regarding final pay, continuation of benefits (if any), and the Archdiocese policies on confidentiality.
    - ii. Reclaim any Archdiocese of Regina property in the employee's possession, such as keys, or plan for the return of said property prior to the employee's last day at the Archdiocesan office.
  - d) Each person leaving the employment of the Archdiocese of Regina will sign an exit agreement outlining the expectations of the confidentiality of information accessed while employed by the Archdiocese.

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