

## **BCSLA END OF EMPLOYMENT POLICY**

This policy applies to all employees of the BCSLA who cease to be employees of the BCSLA through termination, resignation, or retirement.

1. The BCSLA requests that written notice from the employee be received a minimum of two weeks prior to the last anticipated day of employment in the case of resignation or retirement. In the case of termination, a written notice will be provided by the BCSLA to the employee prior to their last day of employment in compliance with the Government of BC Employment Standards.
2. Upon issuance or receipt of a notice of change in employment, the employee must summarize in a written format the various projects that they are working on along with their status, upcoming deadlines and pertinent contact information for others involved with the projects.
3. The executive of the BCSLA will be advised by the Executive Director or Registrar within four working days of the receipt of the change in employment status of the employee including the anticipated last day of employment. A general announcement will be made to the BCSLA membership a minimum of five days prior to the departure of the resigning or retiring employee.
4. On the last day of employment, the employee will return all equipment belonging to the BCSLA, such as computers, monitors, office chairs, printers, etc. to the office of the BCSLA. All keys and access cards belonging to the BCSLA will also be returned to the office on the last day of employment. The Executive Director or Registrar will update the list of authorized employees housed in the Security Office of the Marine Building prior to the last day of employment.
5. The BCSLA office will update all reference documents, email distribution lists and directories to remove the departing employees name and contact information. Where necessary, communications will be sent out to strategic contacts to confirm the new point of contact.
6. All outside inquiries regarding the departing employee shall be directed to either the Executive Director or Registrar.

Updated August 25, 2023\_YY

The BCSLA offices are located on unceded Coast Salish territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔt (Tsleil-Waututh) First Nations. We recognize and respect the history, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our organization, our lives and our country.