

End of Employment (Non-Academic Exempt) Policy

Category: Human Resources

Approval: PVP

Responsibility: Associate Vice-President, Human Resources

Date: July 4, 1995, Last Revised January 2016

Policy Statement:

1. Termination

Termination from the University is defined as the end of service of the employee. Employees will not be terminated except in one of the following ways:

- (i) Retirement
- (ii) Resignation
- (iii) Failure to satisfactorily complete the probationary period
- (iv) Dismissal for cause
- (v) Dismissal without cause
- (vi) Illness or disability in excess of six months and which is not covered by LTD or WSIB
- (vii) Death
- (viii) Completion of contracted or casual employment
- (ix) Restructuring/Redundancy

2. Retirement

Your Normal Retirement Date is the first day of the month coincident or next following attainment of age 65. Your Early Retirement Date is the first day of any month coincident or next following attainment of age 55. Your Unreduced Early Retirement Date is the first day of the month coincident or next following the date that you have both attained;

- Age 60 and you are within 10 years of your Normal Retirement Date before June 30, 2017 and the sum of you age and continuous service while a member of the plan equals or exceeds 80; or
- Age 62 and you are not within 10 years of your Normal Retirement Date as at June 30, 2017 and the sum of you age and continuous service while a member of the plan equals or exceeds 80.

Your Postponed Retirement Date means retirement after age 65. If you remain in active employment after age 65, you must start drawing your pension by December 1 of the year in which you reach age 71, whether or not you actually retire from active employment.

3. Resignation

Employees are requested to provide as much notice as is possible in the event of resignation.

4. Death

When an employee dies in service, the estate will receive salary payments to the end of the month following the month in which the death occurs plus vacation pay accrued up to the date of death. The Department of Human Resources will initiate action on such matters as the Trent Pension Plan and Life Insurance. Coverage for dependants in semi-private, extended health and dental plans terminates the last day of the third month following the month in which the death occurs as long as the dependents continue to meet eligibility requirements.

5. End of Contract Employment

The employment of contract employees can be terminated in accordance with the terms of the individual contract for employment.

6. Severance Pay on Termination

Severance pay will be in accordance with the Employment Standards Act.

Contact Officer:

Associate Vice-President, Human Resources

Date for Next Review:

January 2021

Related Policies, Procedures & Guidelines

a) N/A

Policies Superseded by This Policy:

a) N/A