

Section III

Part 7

When You End Your Employment with the CLS

Our goal is to keep all of our employees with us for a long time. However, we realize there may be many reasons why an employee might choose to leave. If you decide to leave, the following information will help to make things go as smoothly for you as possible.

What You Need to Do

- If you are a Community Living Counsellor, we ask you to provide written notice to your Coordinator at least two weeks in advance. This can be done through completion of the Employee Acceptance form or a personal letter. Your Coordinator is responsible for immediately submitting this to Employee Services.
- If you are a Coordinator, we ask you to give your Director one month's written notice. This can be done through completion of the Employee Acceptance form or personal letter.
- Submit (or have your Coordinator submit) your final timesheet to Financial Services as soon as possible so your final documents can be completed.
- Return all keys, CLS property and submit complete accounts for all money for which you have been responsible prior to your last day of work.
- If you wish to be rehired as a Relief employee please refer to *Section III, Part 3*.

Benefits, MSP and Pension Plan

- If you are on benefits your coverage is cancelled effective the date of termination. With regard to Life and Dependent Life insurance, you will have 31 days following the date of termination for conversion of these policies. If you choose to continue a policy it is your responsibility to contact the benefits carrier and inform them of your decision within the



**Employee
Acceptance Forms
and/or Registration
Letters are
available at:**

www.cls-bc.org

or from

**Employee Services
at the office**

or in the

**Forms Binder at
your location.**

specified period. It may be to your advantage to continue this coverage so we urge you to get in touch with the carrier. Forms are available at the office for conversion of Life and Dependent Life insurance.

- If you are enrolled in MSP, coverage ends the last day of the month in which you are employed by CLS. You are responsible for arranging further coverage under MSP.
- If you are registered in the Municipal Pension Plan contact the MPP and Employee Services to determine how your funds will be treated.

Our Part

Final Paycheque and Record of Employment

Your final paycheque, which includes any accrued vacation pay and your Record of Employment, will be mailed to you. There will be no direct deposit for your final paycheque. Alternatively, you can make arrangements with Financial Services to obtain all final documents from the Office.

References

You can contact Employee Services if you require a written employment reference when you leave.

Farewell Interviews

We want to make sure we understand your reasons for leaving and give you the opportunity to provide us with constructive feedback about your work experience at CLS. We ask that you help us understand how effective our employment policies are so that we can make any changes necessary. Employee Services will contact you to see if you are willing to participate by choosing one of the following options:

- We will mail a post employment survey for you to complete and return to us.
- Employee Services will conduct the post employment survey over the phone with you at the time we call or arrange a time to do so with you at your convenience.
- If you prefer, we will arrange a mutually convenient time for you to participate in a Farewell Interview at the Office, or by telephone, with Employee Services.

Alternatively, you may contact Employee Services at any time to provide us with your feedback.

Involuntary Resignations

Involuntary resignations refer to termination by the CLS and may be due either to dismissal by the CLS (*See Section III, Part 4 and Section III, Part 1.*) or as a result of reorganization or downsizing following loss of funding, or the move away or death of an individual we support.

Involuntary Resignation due to Reorganization or Downsizing

In the case of reorganization or downsizing:

- efforts will be made to find you another position with the CLS but if a position is not available,
- you will be given written notice and,
- your Record of Employment and final paycheque including any accrued vacation will be mailed to you or you can make arrangements with Financial Services to pick up your final documents at the Office.
- If requested, Employee Services will provide a written employment reference to you.

Involuntary Resignation due to Dismissal by the CLS

If you have been dismissed by the CLS:

- Your Record of Employment and final paycheque including any accrued vacation pay will be mailed to you or you can make arrangements with Employee Services and Financial Services to pick up your final documents at the Office.
- Any request for a reference should be directed to the Director of Employee Services.