

# Canadian Terminations Course Outline\*

This seminar is presented with the cooperation of The National Payroll Institute (formerly The Canadian Payroll Association).

- Employment/Labour Standards
  - Overview of current federal and provincial standards related to terminations
  - Reducing your organization's liability and costs related to employment terminations by meeting the standards
- Human Resources Issues
  - Employee-initiated vs. employer-initiated terminations
  - How to spot constructive dismissal, just cause
  - What is considered reasonable notice under common law?
  - Why the need for termination policies?
  - Avoiding poor termination techniques
  - Understanding the impact of a termination on colleagues
  - Dealing with progressive discipline
  - Sample termination checklist and recent case law examples
- Payments on Termination
  - Lieu of notice
  - Vacation pay
  - Year-end reporting
  - Pension and group benefits issues
- Retiring Allowances
  - Employment relationship
  - Salary continuance versus retiring allowance
  - Request for ruling
  - Tax withholdings and transfers
- Record of Employment
  - When to issue
  - How to's of completion
  - How to avoid common errors
  - ROE Web

*\*Program subject to change without notice*

*Last updated 08 February 2023*