

Canadian Terminations Course Outline*

This seminar is presented with the cooperation of The National Payroll Institute.

- 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*

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