



TOWN POLICY

ADMINISTRATION POLICY: **Termination Policy**

DEPARTMENT: Human Resources

POLICY NUMBER: HR-045

APPROVAL:

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| APPROVED BY CAO  Jeff Shaw |
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EFFECTIVE DATE: August 25, 1998
SUPERSEDES: Policy #T-2
UP FOR REVIEW: November 30, 2022

The Town of Cardston has developed policies to deal with the termination of an employees for cause or other reasons, or, if an employee wishes to terminate his/her employment. These policies are developed to clearly define the processes for termination. The Employment Standards Code of the Province of Alberta shall be the guide for termination unless further clarification is provided in this policy. However, this policy does not reduce the minimum standards as required by law.

There are certain actions that are cause for Immediate Dismissal of an employee. These are actions that discredit the integrity and image of the Town. The following is a list of actions leading to Cause for Dismissal.

1. Habitual lateness,
2. Consuming alcohol while on duty,
3. Negligence in performance of primary duties,
4. Disregard for verbal or written instructions,
5. Misuse or abuse of Town vehicles or machinery,
6. Reporting for work under the influence of alcohol,
7. Verbal abuse of Supervisors or Town Officials,
8. Excessive unexplained absenteeism,
9. Repeated disregard of safety regulations,
10. Theft of Town property or funds,
11. Malicious conduct,
12. Immoral conduct while on the job.



