

STAFF AND HUMAN RESOURCES POLICY

15.0

Policy Title: Employee Resignation

Last Approved: October 2023

BACKGROUND

The purpose of this policy is to outline requirements for the voluntary resignation of an employee from the Saskatchewan School Boards Association ('Association').

APPLICATION

This policy applies to all Association employees.

POLICY STATEMENT

Employee Resignations

- a. Employees wishing to resign from their position shall notify their Director in writing specifying their last day of performance of assigned duties.
- b. Upon receiving written notice, the Director will:
 - Accept the written resignation;
 - Notify the Executive Director and Corporate Services; and
 - Offer an Exit Interview to the departing employee.

Exit Interview Process

- a. Exit Interviews are a method for gathering information on reasons why employees choose to leave an organization. They are intended to provide the Association with meaningful data to make informed decisions regarding the organization.
- b. An exit interview is offered to employees who choose to leave the organization.
- c. For those who wish to participate they may choose any Director or Senior Consultant Employee and Labour Relations to conduct the exit interview which can be in interview style format with a set of standard questions (15.0-A Exit Interview Form) or they can choose to fill out the exit interview form themselves and submit it to the Senior Consultant Employee and Labour Relations or the Director of their choice.

Information resulting from the Exit Interview:

The Director/Senior Consultant Employee and Labour Relations submits the Exit Interview to the Senior Management Team for the purpose of reviewing feedback and any recommendations that inform current practices or policies and to consider any improvements. Any approved change to policy or process are implemented by the Executive Director.

Employee and Labour Relations provides a copy of the Exit Interview and managements' responses to the Executive HR Committee for their information.

REFERENCES