

County of Elgin

Human Resources Policy Manual

Code – **A**

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Section: **12**

Subject: **Authority**

Policy Number: **12.10**

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- (a) Department Heads in consultation with the Director of Human Resources or designate shall recommend to the CAO the termination of staff.
 - (b) The termination of any staff member must be reported to the Warden immediately by the CAO or designate and details provided to County Council at the next regular council meeting.
 - (c) Terminations of Department Heads shall be authorized by Council with regard to rights to hearings under statute.

Termination Date

The termination date for all employees shall be the last day worked except for cases of resignation and retirement. All benefits shall cease on the date of termination.