

**Public Sector Employers' Council
Secretariat**

EXEMPT EMPLOYMENT TERMINATION SUMMARY REPORT

Employer: School District _____

Employers' Association: BC Public School Employers' Association

Employee (first/last name): _____

Date of Birth (D/M/Y): ____/____/____

Position/Title: _____

Date Commenced Current Position (D/M/Y): ____/____/____

Employee's Compensation Prior to Termination

Cash Compensation:

Base Salary: \$ _____ **Effective Date of Salary (D/M/Y):** ____/____/____

Bonus: \$ _____ **Cash in Lieu of Benefits:** \$ _____

Perquisites (expressed on a dollar per year basis if applicable):

Vehicle Allowance: \$ _____ **Club Memberships:** \$ _____

Other Items (list each item and associated value): _____

Employer Paid Benefits (expressed on a dollar per year basis where applicable):

Medical: \$ _____ **Dental:** \$ _____

Extended Health: \$ _____ **Life Insurance:** \$ _____

Long Term Disability: \$ _____ **CPP:** \$ _____

Employer Pension Contribution: \$ _____

Other (please describe): _____

Other Benefits:

Annual Vacation Entitlement (*in weeks*): _____

Accumulated Sick Leave Entitlement: \$ _____

Other Leave Entitlement (*e.g., sabbatical*): \$ _____

Length of Service with Employer: _____

Previous Employment in BC Provincial Public Sector (*if known*):

Employment Termination Dates:

(i) **Date of Notice of Termination (D/M/Y):** ____/____/____

(ii) **Last Day Required to Work (D/M/Y):** ____/____/____

Reasons for Employment Termination:

- Voluntary
- For cause
- Labour adjustment program
- Involuntary
- Expiry of contract
- Other — please explain below.

Factors That May Affect Amount of Notice/Severance (*e.g., circumstances of hiring, prospects for similar or alternative employment, manner of dismissal, etc.*):

Amount of Notice

Amount of notice required under the terms of employment (*in months*): _____

Actual amount of notice given (*in months*): _____

Was the employee required to work during the notice period? ● Yes ● No

Was the employee given a combination of notice and severance? ● Yes ● No

Please describe: _____

Amount of Severance in Lieu of Notice:

What was the period of notice in lieu of which severance was provided (*in months*): _____

What was the value of the final negotiated severance package? Please provide a breakdown and brief description of the package value, including, if applicable:

	Total Value (\$)	Description
Lump sum payment	_____	_____
Salary continuance	_____	_____
Salary top-up	_____	_____
Continuance of non-pension benefits	_____	_____
Cash payment in lieu of non-pension benefits	_____	_____
Continuance of management perquisites	_____	_____
Cash payment in lieu of perquisites	_____	_____
Continuance of pension benefits	_____	_____
Cash payment in lieu of pension benefits	_____	_____

Relocation allowance at termination	_____	_____
Outplacement counseling	_____	_____
Financial planning services	_____	_____
Other	_____	_____
Total Value	=====	=====

Was the former employee's conditions or contract of employment¹ commenced, changed or renewed on or after May 1, 1997? ● Yes ● No

Please describe: _____

Does the employment termination settlement include a provision requiring the employee to notify the employer of any re-employment or contract work in the provincial public sector during the notice period in lieu of which severance is provided?

- Yes ● No

Since the termination date, has the employee subsequently been re-employed or entered into a contract for services with:

Your organization? ● Yes ● No ● Unknown

Another public sector employer? ● Yes ● No ● Unknown

If yes, please provide details (including the name of the organization and date of hire):

¹ "Contract of employment" is defined as a policy or contract, whether written or oral, express or implied with respect to or containing *terms of employment* between a public sector employer and an employee or class of employee. Most employees are covered by conventional contract, letter of appointment and/or corporate employment policies.

Filed by: Name: _____

Position: _____

Employer: _____

Mailing Address: _____

Telephone: () _____ **Fax:** () _____

I certify the above information to be correct to the best of my knowledge

Name: _____ **Date (D/M/Y):** ____ / ____ / ____

- Append:**
- (1) Copy of contract of employment**
 - (2) Copy of all relevant corporate policies governing terms and conditions of employment (including severance), which have the effect of creating a legal obligation on the part of your organization to the employee**
 - (3) Copy of employment termination agreement or settlement**

Send to: BC Public School Employers' Association
c/o Deborah Stewart, Senior Human Resources Consultant
400 – 1333 West Broadway
Vancouver, BC V6H 4C1