

***Public Sector Employers' Council  
Secretariat***

<b>EXEMPT EMPLOYMENT TERMINATION SUMMARY REPORT</b>
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**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	_____	_____
<b>Total Value</b>	<b>=====</b>	<b>=====</b>

Was the former employee's conditions or contract of employment<sup>1</sup> 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):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> "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