

Number:	RHR-216
Title:	Termination of Employment for Administrative Reasons
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	December 4, 2019
Approved:	December 4, 2019 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

The University must occasionally modify the allocation of financial and human resources in accordance with its priorities, evolution and budgetary constraints. Where the University decides to eliminate a position for administrative reasons, the University seeks to ensure a fair and equitable treatment of its employees, while limiting as much as possible the negative consequences of such a decision.

2. Applicability

This regulation applies to administrative and management staff.

3. Definitions

Administrative reasons: Any structural reorganization, financial limitations or other reasons (excluding termination for cause) resulting in the elimination of existing full-time administrative and management staff positions.

Positions deemed equivalent: Positions whose duties and job requirements are equivalent to those of the position being eliminated.

4. Regulation

- 4.1 All requests for the elimination of a position must be submitted to the Administration Committee by the unit director and signed by the director of Human Resources Services. The final decision on whether to grant the request rests with the Administration Committee.
- 4.2 Following the Administration Committee's decision, the unit director and the director of Human Resources Services shall meet with the employee concerned to advise him of the termination of his position for administrative reasons, the reasons for the elimination of the position, and the assistance available to him from Human Resources Services.
- 4.3 In cases where there are vacant positions in an administrative unit equivalent to the position being eliminated, the staff member occupying the eliminated position will be transferred to one of the vacant positions.
- 4.4 There must be a notice period of at least 12 weeks between the formal notice of elimination of the position and the official layoff date. The notice period will start on the date on which the letter is given to the employee, advising him of the application of the regulation on elimination for administrative reasons. A copy of this letter is sent to the employee's supervisor.

- 4.5 During the notice period, Human Resources Services shall give priority to the affected employee for those positions which, in the opinion of Human Resources Services, the affected employee is qualified to occupy. Should the director of an administrative unit refuse to hire such a person, the director will be required to submit his reasons in writing to Human Resources Services.
- 4.6 An employee who receives a notice of termination and leaves his job at the University before the end of the notice period will not receive any compensation other than severance pay, as specified in article 4.7 of this regulation. In this case, the University will no longer provide insured benefits. However, if the University terminates employment before the end of the notice period, the employee shall receive the salary to which he would normally be entitled for the period not worked.
- 4.7 Severance pay for termination shall be paid to a terminated employee when it has not been possible to transfer him to another position at the University during the notice period.

Severance will be 4 weeks' pay, for each full year of continuous full-time service to the University (excluding unpaid leave of more than one month), up to a maximum of 52 weeks.

- 4.8 Should a terminated employee be rehired by the University within one year after the date of termination, he will retain his original seniority for calculating purposes of annual leave and other University benefits, less the period of time not worked during that year. Should he be rehired by the University during the period covered by the severance payment, the balance of the severance payment must be returned to the University, unless the employee agrees in writing to waive his seniority.