

Termination Checklist

In Alberta, terminating an employee must follow the Alberta Employment Standards Code and any employment contract or collective agreement. Here are the general steps:

1. **Review Alberta Employment Standards & Rules:** Check the rules for termination and termination pay. Visit [Alberta Employment Standards Rules](#).
2. **Review Employment Contract or Agreement:** Before firing, check the employee's contract or any collective agreement to ensure you're following the correct procedures and notice requirements.
3. **Document the Reason:** Write down why you're firing the employee, such as performance issues or company restructuring, to keep things clear and consistent.
4. **Provide Notice or Pay:** In Alberta, you must give notice or pay instead of notice:
 - Employees with 90 days to less than 2 years of service get at least one week's notice or pay.
 - Employees with 2 years or more of service get more notice or pay, as outlined in the Employment Standards Code.
5. **Final Pay and Entitlements:** Calculate the employee's final pay, including any unpaid wages and vacation pay, and ensure it's paid by their last day.
6. **Return Company Property:** Arrange for the return of any company property like keys, access cards, or equipment by the termination date.
7. **Provide Record of Employment (ROE):** Within five days of the employee's last day, provide a Record of Employment (ROE) through Service Canada or by paper if necessary.
8. **Communicate Termination:** Meet with the employee privately to inform them of the termination, giving them a termination letter with reasons, the effective date, and any entitlements.
9. **Offer Support and Resources:** Depending on the situation, you might offer help like career counseling or job search assistance to the employee.

It's important to follow these steps to avoid legal issues. Employers can also seek legal advice to ensure they comply with Alberta's employment laws.

