



Policies and Procedures Manual

Volunteer Termination

Policy

In certain circumstances, a volunteer may choose to voluntarily or involuntarily terminate their time with Caledon Community Services. In such matters, Caledon Community Services will treat all departing volunteers in a professional, confidential, fair and consistent manner. The following procedures shall be adhered to.

Procedures

Resignation

A volunteer resigning from Caledon Community Services shall advise their direct supervisor. A reasonable period of notice shall be expected, taking into account the responsibility involved in the position. Generally a minimum of two weeks notice is expected. All volunteers who resign will be given the option of an exit interview with the direct supervisor or Volunteer Resources Specialist unless the volunteer requests for a designate.

The direct supervisor will notify of the volunteer resignation to the Volunteer Resources Specialist.

Involuntary Termination:

Dismissal

Caledon Community Services does not take the decision to dismiss any volunteers lightly and is committed to giving serious consideration to all pertinent facts and information in such matters. Direct Supervisors considering dismissing a volunteer must consult with the Volunteer Resources Specialist and/or their Divisional Director.

Dismissal of a Caledon Community Services volunteer may occur for one of the following reasons:

- After the completion of a performance appraisal that did not result in the volunteer improving their work performance to the required standards. In this case the volunteer may have been either unable or unwilling to improve their performance, despite efforts made by Caledon Community Services staff and the Volunteer Resources Specialist offering coaching and additional training that had been agreed upon.
- After the completion of a progressive discipline process that did not result in the volunteer rectifying the behaviours and/or attitudes identified during the progressive discipline process.
- Immediately, 'for just cause' due to any act or omission which endangers the organization, its clients, staff, volunteers or student/program placements or damages the assets of the organization.

- If a volunteer is terminated for fraud, theft, vandalism, violence or and other willful misconduct, the termination will be without notice, and could be subject to police intervention.

Any dismissal requires the review and approval of the Director of Community Resources and the Chief Executive Officer before any action can take place.

In all cases of dismissal, Caledon Community Services will adhere to the requirements of relevant legislation.

Return of CCS Property

The departing volunteer's direct supervisor must ensure the volunteer returns any Caledon Community Services property.

Termination Documentation:

The departing volunteer's direct supervisor must submit written documentation to the Volunteer Resources Specialist within 5 working days after the termination of the volunteer. Please refer to the:

- Volunteer Termination Checklist

If the termination was involuntary and as a result of a performance management, progressive discipline process or an immediate termination for 'just cause', copies of the Manager's investigative notes, progressive discipline forms, performance management notes, etc. must be forwarded to the Volunteer Resources Specialist that will be stored in the volunteers file.

The direct supervisor and Volunteer Resource Specialist will be responsible for terminating volunteers or a designate for either of these people.

The Volunteer Resource Specialist will communicate the best time/way to advise CCS employees and volunteers of the termination.

Reference: Volunteer Progressive Discipline Policy
Volunteer Progressive Discipline Form
Volunteer Termination Checklist
Volunteer Exit Policy
Volunteer Exit Interview Form
Caledon Community Services Ethical Codes of Conduct
Ontario Human Rights Code

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