



# OSTA

Ottawa Student  
Transportation  
Authority

## Termination

**Effective Date: June 27, 2011**

|   |            |
|---|------------|
| <b>Policy Code – Version: H20 – V1</b>                                      |            |
| <b>Policy Name: Termination</b>   |            |
| <b>Approved</b> by motion of Board on                                       | 27/06/2011 |
| <b>Cross Reference</b><br>H19 - Discipline, Suspension and Dismissal Policy |            |
| <b>Related Forms</b>  |            |

### Policy Statement

1. The Ottawa Student Transportation Authority (OSTA) recognizes that employees may leave its employ for any number of reasons. OSTA shall ensure that all employees who leave its employ are treated with respect and in compliance with employment legislation and the Collective Agreement, Union-Exempt Handbook or other employment contract.
2. Whenever possible, exit interviews will be conducted to gather feedback.