

Turner Valley Golf Club

Termination of Employment Policy

Intent

Turner Valley Golf Club employs this policy to ensure that the termination of employees is handled with due diligence, and with a minimum of disruption to company business. This policy is designed to define the types of employee termination, the responsibilities of terminated employees, the subsequent Human Resources actions required, and information regarding employee benefits.

Policy and Procedures

Turner Valley Golf Club classifies termination of employment in three categories:

- Administrative
- Voluntary
- Involuntary

Administrative

Administrative terminations are generally due to retirement, failure to return to work in a timely manner after an approved leave of absence, permanent or long-term disability where the employee is unable to perform his or her job duties (with or without reasonable accommodation), or the death of an employee.

Voluntary

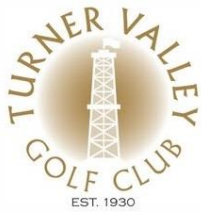
Voluntary terminations are due to voluntary resignation by the employee or job abandonment. "Job abandonment" shall be defined as the failure to report back to work after three consecutive business days missed without prior notification to their supervisor.

In the event of a voluntary termination of employment, managers should attempt to retain the employee if it is in the best interests of Turner Valley Golf Club. If this is not possible, the manager shall attempt to determine the employee's specific reason for leaving.

Resignations should be confirmed by the employee's department, in writing, and are binding on the employee and Turner Valley Golf Club and cannot be changed except by mutual agreement.

**Turner Valley Golf Club requests, as a courtesy, that employees voluntarily resigning their positions give at least two (2) weeks written notice to allow the company time to find a suitable replacement. Failure to give adequate notice may result in a not able-to-rehire status.*

Involuntary



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Involuntary terminations are generally due to unsatisfactory performance, misconduct, layoff due to reduction or reorganization of the work force, or failure to meet the expectations of the company. The company reserves the right to terminate an employee with or without cause and with or without prior written notice in accordance with applicable laws.

Turner Valley Golf Club will take an employee's service record into consideration prior to any involuntary termination. In the event that the employee has previously proven to be a valuable company asset, Turner Valley Golf Club may explore the possibility of a demotion, or transfer.

With the exception of termination of employment due to layoff, position elimination, lack of work or other non-performance related rationale, if an employee is involuntarily terminated, he/she may not be eligible for rehire. If an employee is rehired, and has failed to disclose an involuntary termination at another Turner Valley Golf Club location, the employee may be terminated for falsification of employment records.

**In all categories of termination, the employee will be paid all accrued, unused vacation pay through the last date of employment. The employee will receive his/her final paycheck in accordance with applicable federal, state and provincial laws.*

Employee Responsibilities

Terminated Employees

Employees are expected to return all company property, including (but not limited to) keys, parking passes, security passes, keys, Turner Valley Golf Club Identification, as well as any client lists.

All employees privy to Turner Valley Golf Club confidential information must be debriefed by a company officer no later than their last full day of employment.

General Responsibilities for Involuntary Terminations

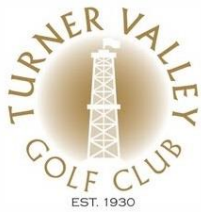
Supervisor Responsibility

Whenever possible, Turner Valley Golf Club managers will give warnings pertaining to unwanted behaviour. In the event that the employee fails to correct the behaviour, or violates company policy in other respects, they may incur disciplinary action, up to and including termination. Depending on the severity of the offence, an employee may be terminated without warning.

It is the responsibility of the immediate supervisor to ensure that staff members leaving Turner Valley Golf Club return all items which are the property of the department/Turner Valley Golf Club.

Managers will inform the employee of the rationale for their termination of employment.

Human Resources Responsibility



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All staff members leaving Turner Valley Golf Club's employment normally will be interviewed by Human Resources. It is the responsibility of Human Resources to arrange the exit interview.

Human Resources will arrange for and disburse all final monies owing to the staff member and discuss arrangements with respect to social security benefits on the last working day. Upon notice of an employee's resignation / termination, managers must immediately alert Human Resources to the change in personnel, along with all pertinent information (e.g. reason for leaving, last day of work, etc.).

Human Resources will prepare a Record of Employment for the departing employee, and fulfill all reporting duties.

The HR Administrator shall supervise the terminated employee's exit-procedure.

The procedure is as follows:

- The return of company property;
- Notify the employee of the termination of all insurance and their conversion rights;
- When appropriate, conduct an exit interview. The exit interview allows the terminated employee to openly disseminate information pertaining to his/her work experiences at Turner Valley Golf Club. These interviews will be held in confidence. Turner Valley Golf Club shall compile pertinent information from exit interviews to create feedback which may be used for future considerations towards company policy, and management directives.

Employee Benefits

Health and Dental Coverage / Insurance

All health and dental coverage or insurance will be stopped on the last day of employment, unless otherwise agreed upon in a written separation agreement.

Short and Long-Term Disability

Short and long-term disability insurance will be stopped on the last day of employment.

Life Insurance

Life insurance will be stopped on the last day of employment.

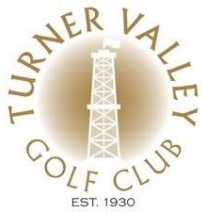
Severance Pay

Severance pay is granted at the discretion of Turner Valley Golf Club. In the event that severance pay is granted, it shall be based on the length of service given to the company, level of responsibility, and the rationale for separation, etc.

No employee is entitled to severance pay upon termination.

Legal Compliance

All terminated employees will be paid in accordance with state, provincial and federal laws. All employee terminations will be conducted within the boundaries of the law.



Turner Valley Golf Club

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Termination of Employment Policy of Turner Valley Golf Club. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____