

GUIDELINES FOR AUXILIARY TERMINATION NOTICE
SUPPORT STAFF: NASA/UofA Collective Agreements

AUXILIARY EMPLOYEE TYPE DEFINED: Part A – 2.02 (b), Part B – 2.02 (b), and Part C – N/A

Background:

This document is intended to be a “common sense” guideline only. It is an attempt to clarify the Collective Agreement language as it pertains to providing termination notice to employees employed in an auxiliary capacity.

The following provides scenarios where Auxiliary termination may occur. The list of examples is not meant to be exhaustive, but rather illustrative of the types of situations employees may find themselves in.

For further clarification on Auxiliary termination notice, please contact your [HR Partner](#).

Scenarios:

1) Natural End Date:

When an Auxiliary appointment is coming to the natural end date as stated in the letter of appointment a written reminder (email acceptable) will be provided to the employee approximately one month prior to the appointment end date.

2) Extension:

When an Auxiliary appointment end date is going to be extended, a new offer letter is to be created and provided to the employee. A written reminder (as noted above) is provided to the employee approximately one month prior to the new appointment end date.

3) Early Termination by Employer (Part A – Art. 20.08 and Part B – Art. 15.09):

When an Auxiliary appointment is ended prior to the natural end date (excluding termination for cause) it is a position disruption under Article 20 (Part A)/Article 15 (Part B) of the Collective Agreement. An HR Partner must be contacted to enact this termination and ensure that the proper notice periods are provided.