



EMPLOYEE EXIT PROCEDURE

Procedure Type:	Institutional	Initially Approved:	February 14, 2014
Procedure Sponsor:	Vice President Administration	Last Revised:	December 8, 2020
Administrative Responsibility:	Human Resources	Review Scheduled:	December 2025
Approver:	President and CEO		

A. INTENT

This procedure is intended to provide guidance to managers for the actions required and issues to consider when an employee terminates their employment with the University. This procedure should be followed for all types of employment cessation from the University; excluding involuntary termination, which is coordinated with the Human Resources department.

B. PROCEDURES

1. As soon as possible after notice or notification has been given, the employee and manager should meet to discuss the implications of the employee's departure. If the employee is leaving the University, upon receipt of written notice, the manager should obtain the *Manager's Checklist for Employee End of Employment Form*.
2. Completion of the *Manager's Checklist for Employee End of Employment Form* is a key part of managing and planning for business continuity by the manager. There are many considerations and the checklist is designed to guide the manager through the exiting process. Once completed, the Checklist is filed with Payroll.
3. Arrangements made for continuity include planning for documents or files important to the University to be retained or reassigned, IT access and passwords, final pay and benefits, return of University assets, and University security. These planning issues have been included in the *Manager's Checklist for Employee End of Employment Form*.
4. Although the above processes relate to instances of employees leaving the University, many of the principles will apply to employees who leave one department to join another within the University, or to situations of planned medium or long term absence (e.g. pre-planned medical procedure, maternity/parental leave, sabbaticals etc.)
5. Involuntary terminations will follow procedures and guidance in consultation with the Human Resources Department.

C. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)