



Revision History

Version	Date
Employment Separation Procedures and Guidelines, 1.0	2 August 2021
Employment Separation Procedures and Guidelines, 1.1	16 January 2022

EMPLOYMENT SEPARATION PROCEDURES AND GUIDELINES

Requirements

1. Employee Information

The Personnel Action Form must provide the following employee information:

- Name
- Employee ID
- Job Title
- Date of Hire
- Last Day of Employment
- Termination Effective Date (should be the next day after the last day of employment; e.g. 30 June (last day), 1 July (Termination Effective Date))

2. Type of Separation

- Voluntary (Resignation)
- Involuntary (Discharge, Release, Non-Renewal, Job Elimination, Retirement)

3. Next Steps

- Process employee termination as soon as possible after being notified or after separation has been communicated to the employee.
- If system access is required to be shut down prior to employee departing, contact the Data Protection Officer and IT Guardian.
- Voluntary Termination
 - a. Submit a Personnel Action Form (be sure to have the employee's resignation letter and employee's leave track record as supporting documentation).
- Involuntary Termination
 - a. Submit a Personnel Action Form (be sure to have the employee's termination letter, letter of intent to retire, separation agreement).
 - b. Severance Pay (requires written approval by Executive Manager).

4. Removal of Computer and Network Access

- a. Verify that all Administrative Rights to computer, database, or Network accounts accessed by the employee are disabled and archived.
- b. Verify that all employee user accounts are archived or deleted.
- c. If applicable, change passwords of all accounts accessed by the employee.

5. Company Property

- a. Collect all keys
- b. Collect all employee IDs and access cards.
- c. Collect all devices (laptops, tablets, mobile phones, and storage devices (USBs, CDs, DVDs)).
- d. If the employee and the Organization has agreed to change ownership of devices, then the device must be cleansed of all Organizational Data.
- e. Collect all electronic and paper documents.
- f. Collect and cancel business credit cards
- g. Close, collect and/or transfer any Petty Cash amounts.

6. Other Termination Issues

- a. Encourage employee participation in the Exit Interview Report.
- b. Give employee a Record of Employment Form.
- c. Give employee a Change of Address Form (to inform the Organization if the address changes prior to the end of the next tax filing period).