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

- Verify that all Administrative Rights to computer, database, or Network accounts accessed by the employee are disabled and archived.
- Verify that all employee user accounts are archived or deleted.
- 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
   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).