

		POLICY
SECTION: HUMAN RESOURCES	NO: HR-EX-01	
REFERENCE: EXITING EMPLOYEE CHECKLIST	Date: May 4, 2020	
		Next Review Date: May 2022

TITLE: EXIT CHECK LIST

1.0 Purpose

- 1.1 The City of Dryden has a duty to protect the security of its operations and assets at all times. When an employee resigns, retires or is terminated, procedures are needed to protect all stakeholders.

2.0 Application

- 2.1 This policy applies to all permanent, temporary/term, casual, student and contractor employees of the City of Dryden.

3.0 Process

- 3.1 Once notice is received whether it is related to a resignation, retirement or termination of an employee, the following staff may meet and/or discuss the itemized checklist:
- (a) Immediate supervisor (or designate) of employee;
 - (b) IT Manager;
 - (c) Manager of Human Resources; and,
 - (d) Payroll and Benefits Administrator.

Exiting Employee Checklist - HR-EX-01

- 3.2 Direction with respect to collection of items (i.e. keys, credit cards, etc), timelines, etc. shall be determined at the meeting and recorded on the checklist.
- 3.3 For positions determined as 'high risk', additional security procedures may be determined. Examples of high risk positions may include, but are not limited to positions within:
- (a) Senior Management;
 - (b) Police;
 - (c) Payroll;
 - (d) Finance;
 - (e) Cash Handling; and,
 - (f) Information Management.
- 3.3 Once the meeting has concluded, the checklist shall be completed with a copy to those outlined in section 3.1.
- 3.4 Once the employee has officially left the employ of the City of Dryden, the original checklist shall be placed in his/her personnel file.

History			
Approval Date:	November 21, 2011	Approved by:	By-law 3928-2011
Review/Amendment Date:	April 24, 2017	Approved by:	CAO
Review/Amendment Date:	May 4, 2020	Approved by:	CAO
Review/Amendment Date:		Approved by:	
Review/Amendment Date:		Approved by:	

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.



EXITING EMPLOYEE CHECKLIST

DRYDEN

The Checklist is to be:

- Completed by the immediate Supervisor in conjunction with the IT Manager, Manager of Human Resources, and Payroll & Benefits Administrator once notice is received/known;
- Approved and signed by the immediate supervisor;
- Completed prior to the exiting employee's last day of employment; and,
- Sent to the Human Resources Department for filing.

EMPLOYEE NAME: _____ **LAST DAY OF WORK:** _____

DEPARTMENT: _____ **POSITION:** _____

DISTRIBUTION LIST:

- ☐ Administration
- ☐ Airport
- ☐ Building and Planning
- ☐ Children's Resource Centre
- ☐ Community Development
- ☐ Community Services (Arena/Pool/Aaron Park)
- ☐ Facilities Management
- ☐ Finance
- ☐ Fire
- ☐ Health & Safety
- ☐ Human Resources
- ☐ IT (Information Technology)
- ☐ Library
- ☐ Museum
- ☐ Payroll
- ☐ Police (if applicable)
- ☐ Provincial Offences
- ☐ Public Works

TYPE OF RESIGNATION:

- ☐ Voluntary - Employee provides resignation notice and original is sent to HR Advisor.
- ☐ Retirement - Employee provided retirement notice and original is sent to HR Advisor.
- ☐ Termination

IT DEPARTMENT CHECKLIST: INFORMATION ACCESS:

Yes	N/A	Description	Action to Be Performed By:	Action Completed By: (Initials)
		Put in I.T. Ticket		
		Disable Email Account		
		Provide copy of email folder to Manager/Replacement		
		Close Computer Access		
		Disable Network Access		
		Disable Remote Access		
		Change Voicemail		
		Change or Transfer Phone Extension		
		Wipe Cell Phone Data (e.g. email, files)		
		Website Access		
		Social Media Access		
		Health & Safety Training Access		
		Human Resources Training Access (HR Downloads)		

Remove Employees Name from:

Yes	N/A	Description	Action to Be Performed By:	Action Completed By: (Initials)
		Email Group List		
		Distribution List(s)		
		Internal / Office Phone List		
		Website Page(s)		
		Social Media Page(s)		
		Other (specify) -		

DEPARTMENT MANAGER CHECKLIST:**OFFICE ACCESS:**

Yes	N/A	Description	Action to Be Performed By:	Action Completed By: (Initials)
		Disable or change security code if necessary		
		Change office mailbox if necessary		
		Clean work area and remove personal belongings		
		Cancel Purchasing Privileges (i.e. Wilson's, Superior Safety, Home Hardware, etc.)		
		Cancel residential internet access and/or cell phone if provided at City expense		
		Advise employee to contact Payroll & Benefits Administrator regarding outstanding vacation entitlement and benefits.		
		Other (specify) -		

COLLECT THE FOLLOWING ITEMS BY THE LAST DAY OF WORK:

Yes	N/A	Description	Action to Be Performed By:	Action Completed By: (Initials)
		Access Card (swipe)		
		Building Keys		
		Business Cards		
		Camera		
		Cash Box Keys		
		Cell Phone & Accessories		
		City ID		
		City Vehicle Keys		
		Communicate Notification of Employee Exit to Others (Departments)		
		Corporate Credit Card		
		Desk Keys		
		Desktop Computer & Accessories		
		Filing Cabinet Keys		
		Fuel Card		
		Laptop and Accessories		
		Membership Cards (i.e. Pool Pass)		
		Name Badge		
		Name Plate		
		Office Keys		
		Pager		
		Tools		
		Uniform		
		Other (specify) -		

EXITING EMPLOYEE CHECKLIST

SIGN – OFF SHEET

Form Completed by: _____ Date: _____

Approved by: _____ Date: _____

Ref: Policy HR-EX-01- Exiting Employee Checklist