

## HR-FRM-050

### Termination or Transfer Checklist for Managers

Employees can terminate from their positions for many reasons including: transferring to another job, resignation, end of contract, retirement etc.

This checklist is to be used by managers when an employee is going to terminate from the University or transfer to a different position. It identifies the things that the manager is required to do as part of the termination process.



#### Type of Termination

**Resignation:** If your employee is resigning, review the University's [voluntary termination policy](#) for the minimum notice guidelines required by the University and request a letter of resignation from the employee.

**End of Contract Notice and Severance Requirements:** In most cases, when an employee's contract is not renewed or ends early, the employee must receive appropriate working notice, a [notice of termination letter](#) and if applicable, severance pay. Review the [termination policy](#) or relevant collective agreement to determine the appropriate notice and severance requirements for the employee and consult with your Human Resources Advisor at 613-533-2070 or [hradmin@queensu.ca](mailto:hradmin@queensu.ca) prior to providing notice to the employee.

**Dismissal:** If a dismissal of an employee is being contemplated, please contact the Employee/Labour Relations Coordinator at 613-533-6000, extension 78018.

#### Considerations upon Termination

##### University Property

Ensure that all University property is returned on or before the employee's last day of work.

University property includes:

- Keys / Fobs/ Security access cards
- University Credit Cards/Procurement Cards
- Computers / Tablets
- Smart phones (i.e. Blackberry's, iPhones etc.)
- Queen's Parking Pass
- Queen's Staff Card

##### University Records

Ensure that all university records (paper files, digital documents, email messages, etc.) have been filed in the unit's recordkeeping system, or have been turned over to the supervisor. Follow the university's Records Management Policy and procedures:

<http://www.queensu.ca/accessandprivacy/records-management>.

No university records, or copies of university records, should remain in the possession of the terminating employee—including on personal devices—without explicit authorization from the supervisor.

#### **Voice Mail/Email**

Verify that an out-of-office message has been placed on the employee's voice mail and email. Contact your telecom representative or ITS Meridian Mail Inquiries at extension 32001 for assistance.

### **University Systems and Accounts Access**

Employees' access to various information systems at the University is dependent on the position that they hold. Ensure when an employee transfers to another position or terminates from the University that the necessary information systems security access is disabled.

#### **Information Systems Security Access**

Departmental computer system access (contact your systems administrator or IT Services)

HR PeopleSoft, PeopleSoft Finance, SOLUS (complete the *HR-FRM-035A Security Access* form or *HR-FRM-035B Security Access (Advanced)* and submit on or before termination date)

Access to departmental electronic file sharing (contact your systems administrator or IT Services)

#### **University Accounts Signing Authority**

Signing authority on accounts must be cancelled on transfer or termination date. Contact Financial Services at extension 32050.

#### **University Credit Cards/Procurement Cards**

Employees must return University credit cards on or before termination or transfer date. Contact the Credit Card Program Administrator at Strategic Procurement Services at extension 33104.

### **Additional Considerations**

Direct employees to the Termination or Transfer Checklist for Employees.

Complete the HR-FRM-014 Termination Notice and forward it along with the Notice of Termination letter or Resignation letter to your HR Advisor in Human Resources.

**For any questions about the termination or transfer process, please contact your Human Resources Advisor at 613-533-2070 or [hradmin@queensu.ca](mailto:hradmin@queensu.ca)**