

HR-FRM-051

Termination or Transfer Checklist for Employees



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 employees who are terminating from the University or transferring to a different position. It identifies the things that an employee needs to do on or before the last day of work. It also provides information about employee benefits, general deductions and a list of contacts for additional support.

Employee Responsibilities

- Letter of Resignation:** If you are resigning from the University, review the [voluntary termination policy](#) for the minimum notice guidelines required by the University and provide your immediate supervisor with a letter of resignation.
- University Property:** Return all University property to your Manager on or before your 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.)
 - Business files
- Voice Mail/Email:** Place an out-of-office message on your voice mail and email. Consult with your manager on the appropriate content of the message.
- Parking Pass:** Return your Parking Pass on your last day to your manager or directly to the Parking Department within Physical Plant Services (if you are leaving the University).
- Staff Card:** Return your Staff Card to the manager on your last day (if you are leaving the University).

Employee Benefits Information

The additional information below, may be applicable to you upon your departure from the University, please review carefully.

Group Health Benefits (dental, semi-private hospitalization, medical, life insurance): Coverage for any group health benefits that you are enrolled in will cease on your termination date.

Life Insurance: If you are enrolled in the Life Insurance plan, you will have 31 days following your termination date to convert your life insurance policy to a private policy without a medical examination.

The insurance premium will change according to the terms of the policy. Should you wish to do this, please contact Mr. Ray Di Rinaldo, RDR Financial Service Inc. (Great West Life) at 613-384-9627.

Pension Plan: If you are enrolled in the Queen's Pension Plan, your entitlement will be governed by the terms of the Plan. You will receive correspondence from the Pensions office which will explain the options available to you under the plan.

Payroll Deductions

Campus Computer Store Loan: If you have a microcomputer loan please contact the Campus Computer Store at 613-533-2058 to make arrangements for payments as loans are due on the date of termination.

Guaranteed Housing Loan: If you have a guaranteed housing loan, please contact Financial Services at 613-533-2050 to discuss your options.

Canada Payroll Savings Plan: If you are enrolled in the Canada payroll savings plan, please contact the Bank of Canada at 1-800-575-5151 to make alternate arrangements.

Registered Education Savings Plan: If you are enrolled in the Canada Scholarship Trust RESP program please contact Ingrid Nolan at 1-866-293-7377 to make alternate arrangements.

Miscellaneous Information

Record of Employment: An electronic copy of your Record of Employment will be sent to Service Canada following your last day of work. You can view the electronic Record of Employment (ROE) your employer submitted to Service Canada by using the My Service Canada Account online service. <http://www.servicecanada.gc.ca/eng/ei/employers/roew.shtml>

Severance Pay: If you have a minimum of 5 years of service working at Queen's and your employment is terminated (excluding resignation) you may be entitled to severance pay. Contact your Human Resources Advisor at 613-533-2070 or hadmin@queensu.ca to discuss your eligibility for severance pay.

Exit Survey Please complete the Queen's Exit Survey (<http://www.queensu.ca/equity/employment/exitsurvey.html>) online to provide the University with valuable feedback on the quality of your experiences as an employee.

For additional information about the termination or transfer process, please contact your Human Resources Advisor at 613-533-2070 or hadmin@queensu.ca.