**Retirement/Termination/Resignation of Employment Checklist**

Completed by the leader to arrange to have College property returned. Applies to any employee who leaves Fleming College through retirement, termination, or resignation

| **Type** | **Applicable Yes/No** | **Lead Role** | **Comments/Notes/Status** |
| --- | --- | --- | --- |
| ***Personal Property*:** leader will arrange for the employee to remove any personal property or belongings from the college premises. |   | Leader |   |
| ***Keys:*** employee shall return to his/her leader all keys for building access, vehicles, cabinets, desks, offices, parking pass, etc. |   | Employee |   |
| ***Computer Purchase Plan, Tuition Rebate Advance:*** The HR consultant will arrange with the employee for payment of outstanding balances. |  | Human Resources |  |
| ***Supplies/Resources:*** employees will arrange return of college funded texts, computer software, telephone billing card, corporate credit card, materials, library books/videos, etc. |   | Employee |   |
| ***Equipment:*** employee shall return tools, computer hardware, flip charts, laptop computers, phones, Blackberry Equipment, or other related peripherals, etc. |   | Employee |   |
| ***Telephone Lists/Voice Mail:*** the leader will inform Switchboard and IT of the date of change in employment status for changes to the telephone directory, voice mail access and to inform Switchboard who calls should be redirected to. |   | Leader |   |
| ***Access:*** the leader will arrange with IT for removal/change of computer /network access (i.e. network access, PeopleSoft) |   | Leader |   |
| ***Budget/Signing Authority:***  the leader shall ensure that appropriate budgets are re-assigned and signing authority removed as required. |  | Leader |  |
| ***Eligible to be Rehired?*** |  | H&R Consultant |  |

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Leader’s Signature                                  Employee’s Signature              HR Consultant Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date                                                       Date Date

***SEND COMPLETED FORM TO HUMAN RESOURCES FOR INCLUSION IN ADMINISTRATION FILE.***

(last update Feb-09)