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

Completed by the leader, working with the employee, to arrange to have College property returned. Applies to any employee who leaves Fleming College through retirement, resignation or exit or transfers to another role/department.

| **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 by their last working day or as soon as possible following departure. |   | Leader (HR in some circumstances) |   |
| ***Key/One Cards:*** employee shall return to his/her leader all keys/One Card for building access, vehicles, cabinets, desks, offices, parking pass, etc. |   | Employee |   |
| ***Vacation and Pay-Related Items:**** *Ensure all vacation is recorded in absence system prior to day of departure.*

*arrange to settle any outstanding balances related to:** Computer Purchase Plan
* Tuition Rebate Advance
* Any other payroll-related deductions
 |  | Employee/Payroll |  |
| ***College Owned Supplies/Resources:*** employees will arrange return of college funded items, including, but not limited to:texts, computer software, corporate credit card, materials, library books/videos, or other media resources. Leaders will ensure they are returned to the appropriate department. |   | Employee |   |
| ***Equipment Return:*** employee must return all college-owned equipment including tools, computer hardware (desktops, monitors, docking stations, peripherals, etc.), flip charts and other presentation tools, laptops/tablets, mobile phones, or other work-related devices or equipment |   | Employee |   |
| ***Email/Voice Mail and IT Access:*** the leader will coordinate with IT to:* Redirect email and voicemail messages as necessary.
* Arrange for the deactivation or transfer of the employee’s accounts.
 |   | Leader |   |
| ***Budget/Procurement Signing Authority:***  the leader must ensure that budgets previously assigned to the employee are reassigned along with signing authority.Purchase orders and procurement card access are cancelled, or reassigned.  |  | Leader |  |
| **Security & Confidentiality**  Any sensitive data is properly transferred or archived.Employee must return any physical or digital records containing confidential information.Any shared passwords or administrative credentials are changed to maintain security |  | Leader |  |
| **Other Considerations**The leader should ensure:Colleagues and key contacts are informed as needed (maintaining privacy considerations).Outstanding projects or responsibilities are reassigned., as appropriate.Internal and external contacts are updated with new points of contact. |  | Leader |  |
| **Review My Self Serve:**update, as required, all personal contact information for future contact purposes (i.e. T4 mailing). |  | Employee |  |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Leader’s Signature                         Employee’s Signature

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

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

(last update April 2025)