



Policy Information	
Policy No:	AD-HR-1.03
Approved by:	Executive Management
Approval Date:	October 23, 2014
Executive Responsible:	Executive Director Human Resources
Administrator Responsible:	Human Resources Administrator
Date of Next Review:	October 2019

Resignation, Retirement and Completion of Employment

Policy Statement

All employees who leave the employment of the College by resignation, retirement or because their contract has finished are required to return College property and equipment prior to their last day of employment.

Purpose / Rationale

The purpose of this policy is to ensure relevant managers are alerted to the departure dates of all employees prior to their last day. The intent is to ensure there is ample time to collect all outstanding, equipment, keys, p-cards and any other college property, and to ensure completion of required tasks, such as submission of student grades. In addition, all necessary steps need to be taken to conclude access to Colleague and any other computer programs that may contain sensitive material.

Scope / Limits

This policy applies to all employees whose employment relationship is ending with the College and all managers that need to ensure College property and equipment is returned and required tasks completed.

Principles/Guidelines

1. When a manager receives a letter of resignation or a retirement notice, a copy must be immediately sent to Human Resources.
2. Upon receipt of notification of a retirement or resignation, the Human Resources Administrator will run the exit workflow in colleague which will generate an email to managers and affected departments to alert them to the employee's last day of employment.
3. It is then up to the manager or their designate to ensure all equipment, keys, p-cards and any other college property are returned and that all access to Colleague or any other computer access is concluded. Employees that are leaving because their contract has concluded are not included in the exit workflow process however; it is still up to the manager or their designate to ensure college property is returned and computer access is concluded.

Definitions

None

Legislative and Collective Agreement References

Faculty Collective Agreement [Article 6.2](#) – Resignation – Full-time and Regular Part-time Faculty Employees

Faculty Collective Agreement [Article 6.3](#) – Resignation - Part-time Faculty Employees (not regularized)

Faculty Collective Agreement [Article 5.4.2](#) – Retirement Notice

CUPE Collective Agreement Article [12.01](#) – Resignation Notice

Links to Other Related Policies, Documents and Websites

N/A