

CHECKLIST FOR EMPLOYEES RESIGNING

The following checklist is intended to assist in identifying and completing appropriate separation procedures both prior to and following the actual departure of an employee from their position at Algonquin College.

Please review these items with your departing employee prior to the last day of employment. Not all items will apply to every person.

Name: _____ Employee #: _____ Date Completed: _____

Checklist:

- ☐ Notify Human Resources of resignation ASAP in writing
- ☐ Submit letter of resignation to manager and forward copy to Human Resources, Room C426.
- ☐ Inform your department of any leave entries required and sign your leave information prior to your departure
- ☐ Complete any outstanding travel reports and clear any outstanding travel advances if applicable
- ☐ Confirm current address and phone numbers, and/or provide a forwarding address if necessary
- ☐ Complete an exit survey (This survey is strictly voluntary and all information is treated as confidential.)
- ☐ Return any College credit cards
- ☐ Return any College property including but not limited to equipment or supplies:
 - ☐ Keys and identification card (to Security)
 - ☐ Manuals
 - ☐ Library Property
 - ☐ Computers and software
 - ☐ Cell phones
 - ☐ Radios (2-way)
 - ☐ Laptop
 - ☐ Pagers
 - ☐ Petty Cash
 - ☐ Parking Permit/Swipe Card
 - ☐ Uniforms
- ☐ Make arrangements with the appropriate department for any voluntary deductions with remaining balances
 - ☐ Computer Loans

- ☐ Tuition
- ☐ Parking Pass
- ☐ Fitness Zone-membership
- ☐ Payday Lottery
- ☐ Canada Savings Bonds
- ☐ Make arrangements to pay off the remaining balance owed regarding employee Meal Plan and Campus Store. Please note that any unpaid loans are taxable benefits and should they remain unpaid, the College has an obligation to notify the CRA.
- ☐ Submit student grades and other relevant information and course material to my department

VACATION:

- ☐ I have provided the details of any leave taken up to and including my last day before exit with substantiation from my supervisor.

EXIT INTERVIEW:

- ☐ I have completed the Exit Interview Questionnaire from the link below
<http://algonquincollege.fluidsurveys.com/s/acexitinterview/>