



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Last Reviewed/Updated	18 December 2017
Approving Sector Head	Manager, Human Resources
Policy	End of Employment

Upon termination of employment (including resignation, lay-off, retirement, dismissal, end of contract or death of an employee) the following persons and/or units have obligations to ensure that all University property is returned and appropriate termination procedures are followed. Completion of the [End of Employment Checklist](#) is a critical step in this process, and should be reviewed well in advance of the termination date to ensure all University property is ready to be returned on the final day on campus. Termination procedures are to be used in a consistent manner for all academic and non-academic staff. Failure to see that all University property is returned will result in the employee's Department budget bearing the cost of replacing this property.

Academic Terminations

1. **Responsibilities of Departing Faculty Member:**

- *STEP #1:* If resigning/retiring, inform the President's Office and your Department of your intent to resign/retire in writing as per Article 13 of the AUFA Collective Agreement. If it's the end of your contract skip to STEP #2.
- *STEP #2:* On the last day on campus, complete your section of the [End of Employment Checklist](#) and forward to your Department Head.

2. **Responsibilities of Director/Department Head:**

- *STEP #1:* Contact Access Controls in Safety & Security to obtain a list of keys issued to the employee.
- *STEP #2:* Review with the departing faculty member, the completed [End of Employment Checklist](#); sign to verify all Acadia property has been returned and forward to the President's Office.
- *STEP #3:* Notify the departments listed below of the pending termination:
 - Safety & Security
 - Technology Services
 - Human Resources
 - Financial Services
 - Registrar's Office
 - Vaughan Memorial Library
 - Student Accounts
- *STEP #4:* Follow up to ensure [End of Employment Checklist](#) is received and provide a copy to Human Resources

3. **Responsibilities of the President's Office:**

- *STEP #1:* Acknowledge and accept employee's resignation/retirement in writing, with copies to the Vice-President (Academic), Dean, Director/Department Head and Human Resources.
- *STEP #2:* Prepare status form and submit to Human Resources including reason for termination. If applicable include vacation pay, severance, or any other payments required by the collective agreement.

Administrative & Support Staff Terminations

1. **Responsibilities of Departing Staff Member:**

- *STEP #1:* If resigning/retiring, inform your Department Head of your intent to resign/retire in writing in accordance with the terms of your employment contract, SEIU Collective Agreement, or AUPAT Terms of Employment, as applicable. If it's the end of your contract skip to STEP #2.
- *STEP #2:* On the last day on campus, complete the [End of Employment Checklist](#) and forward to your Supervisor/Department Head.

2. **Responsibilities of Department Head/Supervisor:**

- *STEP #1:* Acknowledge and accept employee's resignation/retirement in writing – a copy of this letter, along with the employee's original letter of resignation/intent to retire, should be forwarded to Human Resources for inclusion in the employee's personnel file.
- *STEP #2:* Provide Human Resources with any unrecorded vacation and/or overtime.
- *STEP #3:* Contact Access Controls in Safety & Security to obtain a list of keys issued to the employee.
- *STEP #4:* Review with the staff member, the completed [End of Employment Checklist](#); sign to verify all Acadia property has been returned and forward to Human Resources.

3. **Responsibilities of Human Resources:**

- *STEP #1:* Prepare status form and submit for payroll processing including reason for termination, vacation pay, overtime, severance, or any other payments (such as those required by contract or collective agreement).
- *STEP #2:* Notify the departments listed below of the pending termination:
 - Safety & Security
 - Technology Services
 - Business Office
 - Registrar's Office
 - Vaughan Memorial Library
 - Student Accounts
- *STEP #3:* Conduct formal exit interview.
- *STEP #4:* Follow up to ensure [End of Employment Checklist](#) is received.