

TITLE: EMPLOYEE EXIT POLICY

POLICY STATEMENT:

Red Deer College maintains an employee exit process that balances:

1. The requirements for enabling exiting employees to perform the tasks associated with their assigned positions and contractual requirements
2. The College's need to protect the security of its information systems, College infrastructure and other assets.

PURPOSE:

Red Deer College (RDC) endeavors to provide all RDC employees with the tools necessary to effectively and efficiently perform all tasks for their assigned position. For this reason individuals exiting a position or terminating employment with RDC are required to return all property owned and/or issued by the College. The accompanying Employee Exit Procedures are designed to ensure access to information technology systems and College infrastructure is discontinued and College assets and resources are secured to manage risk and loss for all parties when an employee exits.

SCOPE:

This policy applies to all RDC employees.

PRINCIPLES:

The College protects access to information systems and College infrastructure.

DEFINITIONS:

Property: Includes items such as keys, parking pass, purchasing card, laptop computers, ipads, cell phones, audio visual equipment, cameras, printed materials, supplies, sports equipment, instruments, tools, books, curriculum, course materials, exams and exam keys, etc.

GUIDELINES:

1. The College ensures an Exiting Faculty/staff Checklist is completed and retained for all employees, except for a limited number of designated positions that are not issued access to College information systems, keys, or other College assets.
2. Access to College information technology systems is terminated or amended on the employee's last day of work.
3. Former College employees retain access to the College's Loop so personal information such as T4's and pay stubs may be retrieved beyond their last day of work.
4. Access to e-mail and IT applications may be extended for a period of time as determined by the employee's Senior Administrator. Other extensions and/or accesses may be granted upon the approval of the Vice President, Human Resources.
5. Returning and/or new employee's access to e-mail and other IT applications may be activated following Human Resources receipt of a signed employment contract and at the direction of the employee's Senior Administrator.

6. Human Resources maintains an Employee Exit Procedure(s) with the detailed standards, responsibilities and process for exiting employees, and posts the procedures on the Loop.
7. Employees who do not return College property and/or resolve pertinent outstanding issues prior to terminating employment are subject to any or all of the following:
 - An unfavorable separation status
 - An unsatisfactory reference to outside employers
 - Ineligible for rehire at Red Deer College
 - Restricted campus access
 - Charged for the cost of College items not returned

PROCEDURE:

1. The exiting employee and his/her supervisor complete and sign the Exiting Faculty/Staff Checklist.
2. The supervisor forwards the signed checklist to Human Resources.
3. Human Resources reviews the checklist to ensure the form is completed in its entirety. The completed form is filed in the employee's personnel file.
4. Information Technology Services terminates the employee's access to College information technology systems on the employee's last day of work. The exception to this is former employees of Red Deer College will retain access to the Loop so they can retrieve personal information such as T4's and pay stubs.
5. Other exceptions to the policy may be approved by the Vice President of Human Resources on a case-by-case basis.

OFFICER RESPONSIBLE: Vice President of Human Resources

RECOMMENDING AUTHORITY: Service Council, upon recommendation from Deans' Council

CONSULTATION FOR REVIEW: Senior Administration

POLICY REVIEW DATE: January 2016

EFFECTIVE DATE: July 1, 2014

REVISION HISTORY: new policy

RELATED POLICIES:

- Resignation and Retirement Policy

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.