Administrative Procedure 468

DEPARTING EMPLOYEES

Background

The Division is committed to ensuring an exceptional workplace. In an attempt to create value and efficiency, departing employees will be requested to partake in an Exit Survey. The Board will also maintain an employee checklist to ensure all property of the Division is handed back and each department is implementing appropriate departure procedures.

Procedures

1. All departing employees will receive a letter acknowledging their request to end employment. The letter sent out to the departing employee will acknowledge their last day of work and will also contain information about the Exit survey to be completed within a required time frame. The survey link will be emailed out at the time of the letter being sent out.

2. The letter will also contain a checklist of items that the employee is responsible to return to their immediate supervisor and/or appropriate department Exit checklist.

3. The immediate supervisor will ensure that the checklist is completed prior to the employee's last day.

Approved: September 2, 2014