Langara.
THE COLLEGE OF HIGHER LEARNING.

Employment Resignation/ Termination Checklist

Human Resources, Langara College
100 West 49th Avenue, Vancouver, BC V5Y 2Z6

Employee Name:	**Employee ID:**
Position:	**Effective Date:**

Instructions: This checklist is provided to assist the Department Manager/Chair or designate when processing an employee's resignation or termination.

ACTION	CHECK FOR COMPLETION
Department Manager/Chair	
Human Resources	
Acknowledge and forward employee's termination letter/email to HR.	
Check with the HR Consultant to ensure that the employee has fulfilled the requirements of the Length of Service Agreement (ex. relocation and education amounts). Confirm whether there are any relocation expenses to be re-paid. If necessary, notify Associate Director, Financial Services.	
Contact HR Consultant to post vacancy for position.	
Ensure that office is vacated – personal files and belongings removed.	
Retrieve any other College property and reference materials (ex. Department files, manuals, computer files, etc.).	
Ensure that Department website contact page and organizational chart are updated.	
Communicate to Department and announce to College, as required.	
Cancel any memberships or subscriptions, as required.	
Handle reference for employee, if applicable.	
Facilities	
Notify Facilities of the employee's last day of work by contacting the Main College Switchboard or emailing facilities@langara.bc.ca to: • Expect return of all College keys (building/cabinet), access cards, and DSC PINs • Remove name tag from the office door, if applicable • Cancel preferred parking, if applicable • Remove Mailroom mailbox, if applicable • Update online telephone directory and Switchboard telephone database	
Ask employee to contact Imperial Parking directly to obtain a refund of their parking pass deposit (if applicable). Return blue or yellow permit to: #200 – 601 West Cordova Street Vancouver, BC, V6B 1G1 Phone: 604-681-3233	

Financial Services	
Cancel Budget signing authority, if applicable.	
Confirm whether there are any outstanding employee debts to be collected (ex. travel advances, outstanding tuition fees, daycare charges, etc.) If necessary, notify Accounts Payable or Accounts Receivable to confirm outstanding balances and arrange payment of debt. Any unsettled debts prior to leaving the College will be referred to Payroll Services for deduction from final pay.	
Confirm whether there are any outstanding employee expense claims that are to be paid. If necessary, send proper documentation to Accounts Payable.	
Obtain corporate credit card from employee and return to Associate Director, Finance.	
IT and Access	
Notify IT to delete and/or change access to: • Voicemail for local number (change password/message) • Email account • Banner account • Computer User ID and my Langara ID • D2L account Prior to or during the notification of termination meeting.	
Request return of cell phone, laptop, desktop, iPad, or any other electronic devices belonging to the College.	
Contact the Associate Director, IT to determine how to retrieve personal files/emails in a timely manner.	
Notify Security Services to deactivate any access or alarm codes.	
Notify C&M to delete CMS access and Social Media access.	
Faculty Members Only - Department Chair	
Collect textbooks and other materials belonging to the College.	
Collect any student materials that were graded within the last year, as they may be needed in an appeal.	
Ensure that all records containing student information are shredded or otherwise correctly disposed of according to the College policy.	
Remove the employee from department email listserv.	
Notify Division Chair Assistant.	
Notify Printshop by emailing printshop@langara.bc.ca to delete courseware and/or other documents on file in the Printshop, or transfer ownership to another employee.	

ACTION	CHECK FOR COMPLETION
Human Resources	
HR Associate / HR Assistant	
Send out resignation acknowledgement letter with, if applicable, Sun Life Conversation Options booklet and form.	
Request approval from AVP, Administration and Finance to use the budget of AVAC (Vacation Pay) or CONTN (Severance Pay).	
Enter in Banner and/or recipe card (for faculty only).	
Complete and send a Municipal/College Pension Plan Notice of Termination form to Payroll.	
Complete and send a VESP Termination form (for CUPE only) fax to VESP Admin. Centre	
Notify LCAA, LFA, and/or CUPE of termination.	
HR Consultant	
Conduct employee exit interview, if applicable (retain a copy in the Employee File).	
Determine with Department Manager/Chair whether outplacement services and/or EAP are to be offered to employee after termination.	
Handle reference for employee, if applicable.	
Payroll	
Terminate benefits, if applicable: • MSP • Extended Health and Dental Benefits • Group Life Insurance, AD&D , STD and LTD • VESP (for CUPE only)	
Payout vacation, overtime, gratuity credits and/or long service days, if applicable.	
Issue Record of Employment (ROE).	
Information Technology (IT)	
Set automatic email notification to alert sender that employee is no longer employed.	
Cancel or transfer any cell phones or data plans.	

In the case of an **employer-initiated** termination, HR will be responsible for providing IT Administration with **advance notice** that action relating to employee access will need to be taken. Where possible, all actions listed under *IT and Access* should be discontinued **prior to** the employee retrieving their personal items from their workspace.

Please forward this checklist to the Human Resources Department upon completion.
This document will be retained in the Employee's file.