



<b>Subject</b>	<b>RESIGNATION &amp; RETIREMENT PROCEDURE</b> (formerly titled "Employee Exit (Draft 1)")		
<b>Procedure Section</b>	<b>11 Changes in Employment Status</b>		
<b>No.</b>	11.20		
<b>Exempt Employment Policy References</b>	Sr. Managers	Section 17 (Changes in Employment) Section 19 (Retirement)	
	Administrative	Section 30 (Changes in Employment Status)	
<b>Collective Agreement References</b>	Faculty	Article 30 (Retirement) Article 31 (Resignation)	
	Vocational	Article 25 (Retirement) Article 47 (Resignation)	
	Support	Article 38 (Separation of Employment)	
<b>Forms &amp; Other Reference Material</b>	11.01: Retirement Recognition		
<b>Status of Approval</b>	Approved	14-June-2013	Chris Rawson

**PREAMBLE:**

The following procedure is intended to assist in the management of employee resignations and retirements and to ensure that the College's assets are protected.

**PROCEDURE:**

See the applicable collective agreement or exempt terms for relevant articles related to each type of change in employment status.

**Prior to the Final Day Worked:**

1. Employee submits letter of resignation or retirement to designated supervisor consistent with relevant employment policy or collective agreement and provides sufficient notice of their intentions.

Where an employee resigns verbally without a supporting letter, the designated supervisor should contact the appropriate Human Resources Advisor immediately.

2. The designated supervisor immediately forwards the letter of resignation or retirement to Human Resources and confirms the employee's final day in the workplace.
3. Human Resources prepares and forwards the resignation or retirement acceptance letter to the departing employee, identifying any vacation and/or sick pay payable or owing and makes arrangement for payment or collection of vacation and/or sick pay.
4. HR enters the appropriate termination date into the benefits carriers' systems, if applicable.
5. HR notifies the Pension Corporation of the termination date, if applicable.
6. The designated supervisor notifies IT of effective date of discontinuation of access to College email, servers etc: The date of discontinuation will normally be the employee's final day in the workplace.

7. In circumstances where the departure frees an office that can be re-assigned, the designated supervisor notifies the Regional Dean's office of the date the office will be vacated.
8. Human Resources makes arrangements as required for an Exit Survey and/or Interview.
9. Human Resources updates employee's Banner profile and provides the appropriate notification to payroll.

**The Employee's Final Day in the Workplace:**

1. The designated supervisor or designate claims College assets from the employee (College ID, keys, parking pass, supplies, credit card, laptop, cell phone, etc.) and completes the Employee Departure checklist with the departing employee.
2. The designated supervisor or designate returns College assets to the appropriate department and forwards the Employee Departure checklist to the appropriate Human Resources Advisor.

**Post-Termination:**

1. Payroll issues a Record of Employment consistent with Canada Revenue Agency's requirements.

**NOTE: Retirement (exception to normal resignation procedure):**

Where pre-retirement leave is given, employment terminates at the expiry of leave period.

If an employee resigns from a permanent position and is aged 55 or older, it will be considered retirement. Administrators dealing with retiring employee's will primarily follow the same process as is followed for resigning employees with a few exceptions:

- When the designated supervisor notifies IT of effective date of discontinuation of access to College email, servers and etc: the date of discontinuation will be the employee's last day of pre-retirement leave or vacation leave.
- The designated supervisor, in consultation with the departing employee, makes arrangements for an appropriate departmental recognition celebration. In the case of the retirement of a long service employee, the designated supervisor may make arrangements for the purchase of a gift according to the College's procedure 11.01 on "Retirement Recognition."