

**EXIT CHECKLIST FOR FACULTY ASSOCIATION MEMBERS
LEAVING THE UNIVERSITY**

Instructions:

Article 19.7 of the UNBC Faculty Agreement requires members to fulfill specific material and financial obligations to the university by the last date of employment. Please complete and return this form to the Office of the Provost (Human Resources Administrator) on or shortly before your last day on the university campus.

Name: _____ **Employee #:** _____

School/Program: _____ **College:** _____

ITS/EMS – Information Technology Services/Educational Media Services

- List system access to be removed from system records

- Return University assets/software (**Central Stores, Basement, Administration Building**)

Signature – Distribution Services **Date**

- Return Teaching assets (**Help Desk, Second Floor Laboratory 8 Building**)

Signature – Help Desk Technician **Date**

Facilities (7-305 Agora/Cafeteria)

- Complete “Key Return” form
- Return Room key(s) and access device(s) (i.e. Key fob)

Signature – Administrative Assistant **Date**

Security/Parking Services (7-208 Agora)

- Return Parking pass
- Parking fines paid in full

Signature – Security/Parking Admin. Assistant **Date**

Purchasing Services (1083 Administration Building)

- Return Mastercard and/or all outstanding receipts submitted
- Inform Research Contract Coordinator of departure, if contract holder

Signature – Purchasing Agent **Date**

Finance (1011 Administration Building)

- Monies owed paid in full (e.g. PD, travel advance)
- Return American Express card
- Return UNBC ID card
- Request Record of Employment

Signature – Payroll Administrator **Date**

Library (Circulation Desk, Geoffrey R Weller Library)

- Return Books on loan
- Charges paid in full

Signature – Access Services Administrator **Date**

Office of Research and Graduate Programs (1050 Administration Building)

- Inform Research Office of departure if you are a current Tri-Council grant holder or Institutional grant holder

Signature – Research Project Officer **Date**

Lab/Research (4-162 Laboratory Building)

- Reviewed “Vacating Research Labs Policy”
- Inspection of lab with Risk & Safety Coordinator (inspections to be scheduled **one week prior** to last day of employment)

Signature – Risk, Safety & Security Coordinator **Date**

Registrar’s Office – Student Services Street

- Final grades submitted

Signature – University Services Representative **Date**

Human Resources Department (1022 Administration Building)

- Cancel Tuition Waiver
- Benefits/Pension/Retirement appointment with Benefits Administrator (to be scheduled at least **one week prior** to last day of employment)
- Cancel Student/RA contracts.

Signature – Human Resources **Date**

Employee

- Remove personal files stored on PC
- Remove personal items from office and lab
- Return keys to filing cabinets, desks, cupboards, etc. to Administrative Assistant/Supervisor
- Change Voicemail message on phone

I will cease employment with the University of Northern British Columbia and my last day on campus will be _____.

Signature – Employee **Date**

Signature – Program Chair/Supervisor **Date**

Human Resources – Office of the Provost (2054 Administration)

- Return completed exit form
- Exit interview with HR Administrator
- Provide forwarding mail/email address: _____

Signature – Human Resources Administrator **Date**