

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 (Basement Administration Building)

- 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 (Administration Building)

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

Signature – Purchasing Agent _____ **Date** _____

Finance (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 (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**

Laboratory/Research space in the Research Lab Building #4, or Northern Health Sciences Centre Building #9

Review the Vacating Laboratory Procedures and complete the Vacated Research Laboratory Form (both can be found at the link below):

<https://www.unbc.ca/labs/laboratory-forms-faculty>

Inspection of lab with Health and Safety Manager (Inspection to be completed at least one week prior to the last day of employment)

Signature – Health and Safety Manger **Date**

Registrar's Office – Student Services Street

- Final grades submitted

Signature – University Services Representative **Date**

Human Resources Department (Administration Building)

- Cancel Tuition Waiver
- Benefits/Pension: If applicable, Sun Life will mail a package regarding benefits conversion options
- 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 (Administration)

- Return completed exit form
- Exit interview with HR Administrator

Provide forwarding mail/email address: _____

Signature – Human Resources Administrator

Date