

EXIT CHECKLIST FOR FACULTY ASSOCIATION MEMBERS

Instructions:

Article 19.6.5 of the UNBC Faculty Collective Agreement requires members to fulfill specific material and financial obligations to the university by the last date of employment. Please return your equipment and materials to the departments indicated below and obtain their signatures for verification. The completed form must be submitted to the Human Resources department on your final day of work.

Name: _____ Employee #: _____

School/Program: _____ Faculty: _____

ITS – Information Technology Services

- Return teaching assets (**Help Desk, Second Floor Laboratory 8 Building**)
- List system access to be removed from system records

Signature – Help Desk Technician **Date**

Facilities

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

Signature – Administrative Assistant **Date**

Security/Parking Services

- 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

Signature – Payroll Administrator **Date**

Library (Circulation Desk)

- 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 Manager **Date**

Registrar’s Office – Student Services Street

- Final grades submitted

Signature – University Services Representative **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 (Administration Building)

- Cancel Tuition Waiver
- Benefits/Pension: If applicable, Sun Life will mail a package regarding benefits conversion options
- Cancel Student/RA contracts.
- Return completed exit checklist form
- Complete online exit survey
- Provide forwarding mail/email address: _____

Signature – Human Resources **Date**