

Dear Supervisors,

This communication is to alert you that the University is modifying the “check-out” process for separating staff employees.

BACKGROUND:

This project was initiated by our Information Services team due to the many new intricacies introduced by ever-evolving technology – including the University’s use of Google. Human Resources (HR) also took the opportunity to collaborate with all of the departments normally involved in the check-out process to update their sections of the form.

The result is the new, improved **Separation Procedures and Check-out Process form for Staff (SPCP)** (attached).

PROCESS:

SAME AS IN THE PAST...

- Once a supervisor is aware of a staff separation in their department, it is important to complete and submit a Personnel Action Request form (PAR) to the Human Resources (HR) department (with the Department Head’s signature). This will formally initiate the separation process.
- Each of the departmental areas listed on the SPCP form remain responsible for appointing and appropriately training individual(s) who have the authority to review and sign their respective department’s section.

NEW...

- HR will still e-mail the supervisor a “Helpful Tips for Supervisors: Staff Employee Separations” notice (attached), but it will *now include the link to the SPCP* form (for convenience, the SPCP form will also be attached to the e-mail). This form will be housed on the Human Resources’ webpage in the ‘For Supervisors’ link, as well as the ‘Forms, Handbooks and Policies’ link.
- ***The supervisor now will be responsible for initiating the SPCP*** (instead of the separating staff employee).
- Prior to a separating staff employee being able to visit each departmental area listed on the SPCP form (STEP 2), the supervisor must coordinate with the employee to complete the actions in STEP 1.
- The regular “separation procedures letter” the HR department prepares and sends to the separating staff employee with benefits will now note that their supervisor will be in contact with them regarding the completion of the SPCP form.
- The SPCP form now incorporates (and documents) the process that supervisors normally perform when a staff employee is separating. We understand that it is impossible to cover every aspect of the separation process, so we added spaces for “notes” within each departmental section of the form.

In particular it is important for the supervisor to know that any Google file that is owned by the separating employee and shared with others will be permanently deleted from all locations when the employee's account is terminated (this is noted twice on the SPCP form for added emphasis). It is critical that the supervisor and the employee have identified any of these files and either copied/archived any pertinent files, or changed the ownership to the supervisor or another appropriate employee prior to the last day of work.

CONCLUDING COMMENTS:

This new and improved SPCP form and process is a culmination of several months of work and collaboration between and within many departments and individuals across the campus community. We are very hopeful that it will serve as a good guide for supervisors. Please, once you have used the SPCP, we welcome your feedback so we can revise the form as may be needed.

As always, we thank you for your important work as part of the University's management team.