GOVERNMENT OF PRINCE EDWARD ISLAND
PUBLIC SERVICE COMMISSION
Employee Exit Checklist – Part A (Supervisor)

Employee Name: Position #:
Department/Division: Employee #:
End Date: Location:

To be completed by Supervisor	**Initial**
1. Receive Notice of Resignation in writing	
2. Notify the following, in advance, of the proposed termination/transfer date:	
• Departmental Human Resources Office (complete Human Resource Action Form)	
• Public Works Accommodations – pwaccom@gov.pe.ca (in the event of confidential sensitivity, consult with Departmental Human Resources Manager)	
3. Forward any outstanding documents relative to the employee to Departmental Human Resources - Personnel Officer	
4. Designate interim person responsible for duties	
5. Inform switchboard concerning direction of calls	
6. Inform the appropriate person to update staff listing, mail box, etc.	
7. Have employee contact Departmental Human Resources Office to discuss retirement/severance, group insurance, exit survey, etc.	
8. Complete and submit the Employee Change/Removal Request Form (Please ensure that the departmental RIM Coordinator or SRM has signed off on the form, as requested.)	

9. Ensure that the following items have been returned:	
• Vehicle	
• Miscellaneous Tools and Equipment	
• Credit cards: gas, long-distance, other	
• Computer equipment, Bluetooth, tablet, etc.	
• Cell phone/mobile radio	
• Travel advances	
• Identification / Security Badge – forward to Departmental Security Coordinator	
• Keys – forward to Departmental Security Coordinator	
• Passes (i.e. parking passes)	

	Initial
10. Discuss the following items with the employee:	
• Outstanding projects, activities, etc. - have the employee identify any outstanding tasks	
• Need for continued confidentiality	
• Phone messages - have the employee delete phone messages and change password to phone number	

11. Records and Information Management	
Paper and Electronic Records	
• Have employee (or supervisor/manager where appropriate) contact departmental Records Coordinator (DRC) as soon as possible before leaving the position, (i.e. 6 months before retirement) to determine proper transfer of records.	
• Have the employee print and file all records in the appropriate paper filing system.	
• Have the employee transfer all electronic records from personal drives to the appropriate folders, as instructed by you (supervisor/manager).	
GroupWise Mailbox	
• Have the employee clean out their GroupWise account, printing any records, including attachments, and file in the paper filing system where appropriate.	
• Have the employee move any archived government records in emails back into their active email account and ensure that proxy access has been granted to you (supervisor/manager).	

12. Ensure completion of all items on the checklist and forward to Departmental Human Resources Office.	

Comments/Follow-up Required

Employee's Signature **Supervisor's Signature**

Please forward the completed original to Departmental Human Resources Office.