

SECTION 10

TERMINATION

10.07 TERMINATION PROCEDURES CHECKLIST

AUTHORITY: CIVIL SERVICE ACT

ADMINISTRATION: PEI PUBLIC SERVICE COMMISSION
GOVERNMENT DEPARTMENTS / AGENCIES

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1. PURPOSE

1:01 The purpose of this policy is to outline the various actions required when an employee leaves their employment.

2. APPLICATION

2:01 This policy applies to all employees who are responsible for, or involved, with the termination procedures for employees.

3. POLICY

3:01 An Employee Exit Checklist must be completed on all employees who terminate from government service.

4. ATTACHMENTS

4:01 Employee Exit Checklist for Supervisors and Human Resources can be found at the link noted below.

Supervisor

<https://psc.gpei.ca/sites/psc.gpei.ca/files/Employee%20Exit%20Checklist%20-%20Part%20A%20Supervisor.pdf>

HR

<https://psc.gpei.ca/sites/psc.gpei.ca/files/Employee%20Exit%20Checklist%20-%20Part%20B%20Human%20Resources.pdf>