

EXIT STRATEGY

Background

The Division believes an employee/trustee exit strategy will ensure that, upon termination of a position, employees and trustees are accountable for the return of St. Thomas Aquinas RCSR No. 38 owned property. Such property includes computer technology, email access, purchase cards, keys, communication technology, and other equipment as well as the access to and possession of electronic data.

Final salary, vacation, pensionable service and record of employment documents will be processed upon submission of the Exit Checklist to Central Office.

Procedures

Employee

1. Each employee, upon termination of their position with St. Thomas Aquinas RCSR No. 38 must complete Form 407-1 Exit Checklist.
2. The employee's supervisor must collect, review, sign and date Form 407-1 Exit Checklist.
3. Supervisors are to provide Form 407-2 Departure Review to all departing employees (completion is optional).
4. Supervisors must forward Form 407-1 Exit Checklist to Central Office to be included in the departing employee personnel file.

Trustee

1. Each trustee, upon termination of their position with St. Thomas Aquinas RCSR No. 38 must complete Form 407-1 Exit Checklist.
2. The Secretary-Treasurer must collect, review, sign and date Form 407-1 Exit Checklist.

Reference: Section 18, 20, 60, 61, 96, 113, 116, 117, 122 School Act
Employment Standards Act
Individual Rights Protection Act