RHODE ISLAND SCHOOL OF DESIGN

TERMINATION CHECKLIST FOR MANAGERS

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| Employee Name: |       |  | Start Date: |       |
| Supervisor: |       |  | Dept: |       |

*This checklist is a tool to support managers in preparing for the separation of an employee to ensure a smooth transition.*

***Actions* to be taken when an employee gives notice or leaves RISD:**

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| [ ]  | In the case of a resignation, the employee will resign in Workday where they will be asked up upload a resignation letter. |
| [ ]  | Upon the employee’s submission of their resignation in Workday, the manager will receive the termination transaction in their Workday task box. |
| [ ]  | ITS will be notified to end access to RISD systems such as email and active directory. |
| [ ]  | Access provided at the department level such as Dropbox or other local tools and systems must be administered by the applicable manger.  |
| [ ]  | Once the termination is processed, the employee will receive an exit survey and invitation for an exit interview with HR along with information about the transition of their benefits. |
| [ ]  | Notifications are sent to Card Services and other College departments to cancel access. |
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***Retrieve RISD property:* The manager is responsible for obtaining RISD property from separating employees. items to retrieve on or before the last day of employment include but may not be limited to:**

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| [ ]  | Keys- Office/desk/cabinet – Return to supervisor |
| [ ]  | Uniforms- Return to supervisor |
| [ ]  | ID Card- Destroy |
| [ ]  | Cell Phone- Return to supervisor |
| [ ]  | Procurement Card- Return to supervisor |
| [ ]  | Parking hang tag- Return to Public Safety the week of termination (PS will issue a temporary tag for the remainder of employment) |
| [ ]  | Laptop- Return to Supervisor |

***Planning for the transition* Once you are aware of an employee’s separation date, plan for a smooth transition.**

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| Plan for the transition of work by determining what work must continue, who will take responsibility, and that training and/or access to the tools, files, records, and related information is shared in advance of the employee’s last day of work. |
| Have the separating employee change the greeting on their voicemail to redirect callers to the appropriate person. |
| Place an out of office greeting on the employee’s email to redirect the inquiries to the appropriate area. Note that email will be closed unless ITS is asked to extend the account for a specific period of time (usually this is short term during transition). |
| Be sure to preserve shared google docs or transfer access/ownership as applicable (ASK ITS). |