

## EXIT CHECKLIST FOR FACULTY ASSOCIATION MEMBERS

**Instructions:**

*Article 19.6.5 of the UNBC Faculty Agreement requires members to fulfill specific material and financial obligations to the university by the last date of employment. Please complete and return this form to the Human Resources Department on or shortly before your last day on the university campus.*

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

School/Program: \_\_\_\_\_ Faculty: \_\_\_\_\_

**ITS – Information Technology Services**

- Return teaching assets (**Help Desk, Second Floor Laboratory 8 Building**)
- List system access to be removed from system records

\_\_\_\_\_

Signature – Help Desk Technician

Date

**Facilities**

- Complete “Key Return” form
- Return Room key(s) and access device(s) (i.e., Key fob)

\_\_\_\_\_

Signature – Administrative Assistant

Date

**Security/Parking Services**

- Return Parking pass
- Parking fines paid in full

\_\_\_\_\_

Signature – Security/Parking Admin. Assistant

Date

**Purchasing Services (Administration Building)**

- Return Mastercard and/or all outstanding receipts submitted
- Inform Research Contract Coordinator of departure if contract holder

\_\_\_\_\_

Signature – Purchasing Agent

Date

**Finance (Administration Building)**

- Monies owed paid in full (e.g., PD, travel advance)
- Return American Express card
- Return UNBC ID card

\_\_\_\_\_

Signature – Payroll Administrator

Date

**Library (Circulation Desk)**

- Return Books on loan
- Charges paid in full

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**Signature – Access Services Administrator**                      **Date**

**Office of Research and Graduate Programs (Administration Building)**

- Inform Research Office of departure if you are a current Tri-Council grant holder or Institutional grant holder

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**Signature – Research Project Officer**                      **Date**

**Laboratory/Research space in the Research Lab Building #4, or Northern Health Sciences Centre Building #9**

Review the Vacating Laboratory Procedures and complete the Vacated Research Laboratory Form (both can be found at the link below):

<https://www.unbc.ca/labs/laboratory-forms-faculty>

Inspection of lab with Health and Safety Manager (Inspection to be completed at least one week prior to the last day of employment)

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**Signature – Health and Safety Manager**                      **Date**

**Registrar’s Office – Student Services Street**

- Final grades submitted

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**Signature – University Services Representative**                      **Date**

**Employee**

- Remove personal files stored on PC
- Remove personal items from office and lab
- Return keys to filing cabinets, desks, cupboards, etc. to Administrative Assistant/Supervisor
- Change Voicemail message on phone

I will cease employment with the University of Northern British Columbia and my last day on campus will be \_\_\_\_\_.

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**Signature – Employee**                      **Date**

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**Signature – Program Chair/Supervisor**                      **Date**

**Human Resources (Administration Building)**

- Cancel Tuition Waiver
- Benefits/Pension: If applicable, Sun Life will mail a package regarding benefits conversion options
- Cancel Student/RA contracts.
- Return completed exit checklist form
- Complete online exit survey
- Provide forwarding mail/email address: \_\_\_\_\_

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**Signature – Human Resources**                      **Date**