

## **Employee Survey Guidelines**

### **I. Statement**

Specific actions should be taken for each employee who is leaving the employ of the Government of Nova Scotia. These actions are necessary from a security, financial management, asset management and information management perspective.

### **II. Objective**

The objective is two fold: 1) to ensure that all Departmental and Government property in an employee's possession is returned prior to the employee's departure, that appropriate security measures are implemented after the employee has left, and to promote awareness of responsibilities and accountabilities. 2) and probably more important is to be able to speak to the departing employee to find out how their departmental and government experience has been. Many employees have wisdom to share about how to make the work place a better place. It is also important for the departing employee to feel that all has been done to leave with dignity and professionally.

### **III. Application**

The exit process applies to all employees who are leaving the government of Nova Scotia, be they permanent, on contract, casual, etc.

### **IV. Process**

When an employee is leaving a Department (through resignation, transfer, termination, end of contract or term, death or another other reason), the employee's Manager shall provide notification of the employee's departure, as soon as possible, to the Director of Financial Services; Director Information Technology; Director of Human Resources of the department to which the employee is leaving. Each Division, upon an employee's departure must assess whether the employee should retain the authorities provided by his/her position. Examples could include signing authority, ability to negotiate contracts and trading or investing activities. If it is deemed advisable to remove such authority then staff and external contacts should be notified immediately. The following process is designed as a guide, due to intricacies within each department and divisions, not all of this information may be applicable and you are encouraged to tailor to suite your particular needs.

#### **A. All Managers**

1. Contact Human Resources immediately to discuss who will be conducting the exit interview with the departing employee and when that will occur.
2. Obtain building proximity cards
3. Advise Information Technology, and discuss transferring of electronic files, discontinuing network access, telephone pass codes etc.
4. Obtain employee government and department photo identification card
5. Obtain employee business cards
6. Obtain any other departmental property still in the employee's possession (pagers, cell phones, laptop, personal computers, cameras, palm pilots,

other equipment, etc.)

7. Ensure that the employee's inventory is up to date and that all items are verified as being accounted for or their absence is noted.
8. Make arrangements as necessary, to notify employee clients and contacts of the employee's departure and, where possible, provide an alternate departmental contact.
9. Obtain any departmental credit cards or telephone calling cards in the employee's possession such as AMEX card, procurement purchasing card, gas card.
10. Obtain building keys, desk/workstation keys, office keys, filing cabinet keys and access cards and codes.
11. Obtain any department files, books or other documents which may include materials compiled or produced for department or government use.

**B. Director - Financial Services - CSU**

1. Verify that any departmental credit cards in the employee's possession are returned, terminate any accounts as necessary, and make arrangements, if necessary, for the repayment of any personal balance.
2. Ensure any outstanding advances are collected and petty cash, cash float or operating advances are transferred.
3. Ensure the employee's signing authority is terminated
4. Ensure access to SAP/SAS, if applicable, is terminated

**C. Director - Human Resources - CSU**

1. Ensure that the exit interview has been scheduled
2. Ensure that the employee's pay and benefits are terminated and that the Record of Employment is issued
3. Ensure that the employee's Employee Master Record is forwarded to the Public Service Commission per the requirements of the Public Service Commissions' Employee Personnel Record Policy.
4. Employee Relations and Benefits Section is informed so that the employee can be advised of his/her pension options and confirmation received on any outstanding Public Service Award advances.
5. Ensures that access to HRMS, SAP, if applicable, is terminated

**D. Director, Information Technology - CSU**

1. Notify the manager of all electronic equipment on their inventory list for the employee including home computers, laptops, palm pilots, modems, etc.
2. Ensure that the employee's network account (if one exists) is disabled on the appropriate date.
3. Ensure that changes are made on the GroupWise address book
4. Make arrangements with the employee's supervisor to deal with the employee's email
5. Make arrangements with the employee's supervisor to transfer all work related files in the employee's home directory (if one exists) to an

appropriate storage location and to remove any personal files from the employee's home directory and from the employee's computer's local hard disk drive.

**V. Accountability**

Employees are responsible for returning all government property in their possession prior to their final day of employment with a specific department.

Managers are responsible for notifying the appropriate staff that an employee in their group will be leaving the Department and when the employee is scheduled to leave, as well as carry out the specific exit process as specified.

Senior Management is responsible for ensure that managers and supervisors are aware of the process and that it is implemented, and that the final exit interview is conducted.

**VI. Monitoring**

The HR CSU of a departing employee will monitor compliance with terms of this process and ensure that the checklist is signed and returned to the HR Division for insertion into the employee's personnel file.

**VII. Appendix**

Checklist for employee departure