

## Checklist

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<b>Document Name:</b>	Managers Employee Exit Checklist
<b>Updated:</b>	October 2019
<b>Endorsed By:</b>	Directors
<b>Form Code:</b>	CL008

### 01. OVERVIEW

When an employee leaves the business all managers must create a list of tasks in addition to the items listed below. Tick when complete and arrange for the person to do a formal handover with a colleague within the business. If a replacement has not yet been arranged, the employee must write a detailed procedures document explaining any complexities involved in their role.

The Employee exiting the business must complete the Employee Pre-Leave Handover Checklist. The handover document is created by staff members who are about to leave their positions, either temporarily or permanently, to assist their successor to carry out their duties.

Managers must conduct an Employee Exit Survey and store this information in the employee's personal file. File their personal file in a secure location, separately from files of current employees.

### 02. PREPARING FOR DEPARTURE CHECKLIST – Managers Responsibility

Upon finalising the employees formal resignation and departure details, please complete the following tasks:

- Email an RJA Company Memorandum announcing the upcoming departure of the employee.
- Issue the employee with "**FORM007 - Employee Exit Survey Form**" and arrange meeting to discuss.
- Prepare a "Statement of Service" letter for the employee (see "**TEMPO20 – Statement of Service Template**" for further details).
- Issue the employee with the "**CL007 – Employee Pre-Leave Handover Checklist**"

### 03. FINAL DAY CHECKLIST – Managers Responsibility

Please ensure the list of items below are actioned on the morning of the employees last day:

- Ensure the employee has returned their Employee Exit Survey and it has been filed accordingly.
- Collect their building access keys, security passes, name badges and business identification.
- Confirm the employee has returned their company vehicle (if applicable) in good condition, including all associated documentation such as log book. Ensure they have handed the keys to their direct manager.
- Collect the employees RJA uniform or any RJA PPE items (if applicable).
- Collect any tools, IT equipment, phone, electronic devices or other business property in the employees possession.
- Request the employee to clean out their desk and drawers and remove all personal items from their workstation.
- Arrange for IT support to delete the employees computer access and remove all settings from their computer.
- Issue the Statement of Service Letter to the employee in **PDF format only** (electronically).
- Remind the employee of any confidentiality clauses they have signed, including any obligations which continue post RJA employment.

#### Related Resources, Tools and Links

- FORM007 - Employee Exit Survey Form
- CL007 – Employee Pre-Leave Handover Checklist
- TEMP020 – Statement of Service Template

#### Contact & Further Information

For further assistance please contact your direct manager.

#### Checklist Owner

Directors – RJA

Note: This Checklist does not form part of any contract between you and RJA. It summarises the company requirements when exiting the company and outlines responsibilities in accordance with applicable legislation, and is not intended to create any additional legal rights or obligations.