Staff Exit Checklist

Guidance for implementation and completion

What is the 'Staff Exit Checklist'?

As there are numerous issues and considerations when a member of staff leaves the University or their current department, the University has decided to implement a simple checklist to ensure that managers and staff are aware of their responsibilities when they leave their area of work.

Who is the checklist for?

The checklist has been designed for use by staff of all occupancy types – not just those who work with sensitive data or hazardous materials.

The form should be completed whenever a member of staff leaves the employment of the University.
The form may also be a useful reference for the following staff (though completion will not be mandatory):

- Staff who transfer to other roles within the University
- Staff who transfer roles within current teams (for example, will all data held be relevant in their new role)
- Individuals or teams who may be relocating offices / labs (particularly if any documents are to be archived / destroyed and keys returned to the relevant department)

The checklist is not intended to capture data on reasons for staff leaving or their destinations on leaving (both of which should be addressed via a separate process).

Who is responsible for the completion of the checklist?

Ultimate responsibility for the completion of the checklist will rest with the line manager of the member of staff who is 'exiting'. They will need to countersign the form to verify that all arrangements are as stated.

Completed forms should be returned to HR Services who will hold store them with the personnel record of that individual should they need to be referred back to at a later date.

HR Services will undertake monitoring to ensure that forms are returned and completed – particularly for those staff who are leaving the employment of the University. Non-completion of the form will be raised with the Head of School / Head of School Administration / Head of Directorate as appropriate by relevant HR Partners.

How will the form be circulated?

The checklist has been sponsored by Karen Heaton (Director of Human Resources) and Professor Nalin Thakker (Associate Vice-President: Compliance, Risk and Research Integrity) and initial University-wide communications will come via their networks:

- HR staff to send the checklist to individuals and line managers when informed of the end of a contract / resignation

- The form will be made available to other teams to circulate as they become aware of staff / location changes: Health and Safety / Research Governance / HTA network / Data Protection Guardians
- Communication about the form via Core Brief and StaffNet

How can I provide feedback?

It must be appreciated that not every section of the form will be applicable to every member of staff and neither will it capture every element that needs to be considered when a member of staff leaves their current role / location. In these circumstances the form must still be completed and returned but can be considered a useful aid-memoire to local arrangements and practices.

Managers are free to add extra detail to the form to be used locally should they feel that there is anything important that may otherwise be missed.

Any comments or questions regarding the checklist may be directed to the project team via HR Services in the first instance.