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<b>Date of Issue</b>	May 21, 2010
<b>Original Date of Issue</b>	May 21, 2010
<b>Subject</b>	<b>STAFF ENTRY/EXIT/CHANGE PROCEDURES</b>
<b>Reference</b>	
<b>Links</b>	
<b>Contact</b>	Human Resource Services and Organizational Development

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## **1. Newly Hired Employees**

- 1.1 When hiring a new employee, the principal/manager shall recommend the candidate for hire by completing the online Recommendation to Hire form and submitting it electronically to the appropriate superintendent for approval. Once approved, the form will be electronically submitted to Human Resource Services for authorization and processing. The principal/manager shall collect all relevant hiring documentation for the candidate and forward to Human Resource Services as soon as possible.
- 1.2 Human Resource Services will process the information from the approved and authorized Recommendation to Hire form by entering the information into the Human Resource Information System (HRIS).
- 1.3 Prior to their first day of work, all newly hired employees shall submit to Human Resource Services:
  - a satisfactory Criminal Background Check-Vulnerable Sector Screening;
  - confirmation of completed WHMIS training;
  - confirmation of completed Sabrina's Law training (custodians are exempt from completing Sabrina's Law training);
- 1.4 Access to computer programs or equipment shall be initiated by a helpdesk ticket submitted by the principal/manager.
- 1.5 Retired on Contract (ROC) staff shall be treated as new temporary employees and shall not have their prior access, files or email messages reinstated. Their access will be based on the requirements of their new role.

## **2. Transfers/Job Changes**

- 2.1 Transfers or appointments that are initiated by a principal/manager shall be communicated by the completion of an online Recommendation to Hire form and the electronic submission to the appropriate superintendent for approval. Once



approved, the form will be electronically submitted to Human Resources for authorization and processing. All supporting documentation shall be forwarded to Human Resource Services as soon as possible.

- 2.2 Human Resource Services will process the information from the approved and authorized Recommendation to Hire form by entering the information into the Human Resource Information System (HRIS).
- 2.3 Access to computer programs or equipment shall be initiated by a helpdesk ticket submitted by the principal/manager.
- 2.4 Transfer of employees with documented medical accommodations should be communicated to the human resource services officer (HRSO), Compensation and Wellness, by the employee's current principal/manager. The HRSO, Compensation and Wellness, will ensure that the accommodations are still medically necessary (by requesting updated medical documentation), that the receiving principal/manager is apprised of the accommodations required, and ensure that the accommodation needs can be met at the employee's new work location. The HRSO, Compensation and Wellness, will also ensure that equipment purchased by the Compensation and Wellness Department to support a medical accommodation is transferred to the employee's new location.
- 2.5 For large staffing transfers/placements, Human Resource Services will process the changes by entering the information into the Human Resource Information System (HRIS). Computer access will be arranged in a timely manner by Information Technology Services.
- 2.6 Computer access at the new location will be initiated on a priority basis, on or after the effective date of the transfer. Employees will be removed from prior email distribution lists, and will be added to the new location distribution list(s) only on the recommendation of the principal/manager, by submitting a helpdesk ticket. Administrators will not be provided with access prior to the start of their first day in their new position.
- 2.7 The principal/manager shall ensure that all department files (electronic and paper) held by the transferring/placed employee are retained by the school/department in accordance with the Board's Records and Information Management Policy.
- 2.8 All equipment purchased by the prior location or department shall remain the property of the prior location or department and shall be surrendered by the employee leaving the location or department. This includes, but is not limited to, assistive devices to facilitate working with specific students, pagers, cell phones, vehicles. This excludes blackberries, laptops and personal accommodation equipment.



- 2.9 All returned information technology equipment hardware shall be wiped of data in accordance with Board guidelines prior to redistribution or disposal of the hardware.

### **3. Name/Address Changes**

- 3.1 All employees shall notify the Board of personal information changes by completing the online Name/Address Change form located on the Human Resource Services Department section on the Staff Website. The form will be submitted electronically to Human Resource Services for processing. The employee shall submit a helpdesk ticket to advise Information Technology Services of the change to facilitate updating computer accounts.

### **4. Leaves of Absence**

- 4.1 Employees on the following leaves shall continue to have access to the staff website, Board email, and internal email distribution lists:
- Medical leave, WSIB, Long Term Disability (for up to 2 years)
  - Pregnancy, Parental, Adoption Leave, Child Care Leave
  - Union Release, Internal Secondments
  - Short Term Unpaid Voluntary Leave (less than 6 months)
- 4.2 Employees on the following leaves shall have their computer access suspended, except for the access to payroll portal:
- Lay-off
  - Long Term Unpaid Voluntary Leave (greater than 6 months)
  - External Secondments
  - International Exchanges

### **5. Employee Exits**

- 5.1 Employees shall notify Human Resource Services in writing of their retirement or resignation.
- 5.2 The superintendent of Human Resource Services shall acknowledge the retirement or resignation in writing and provide instructions for the employee to complete an online exit survey.
- 5.3 The principal/manager may choose to conduct a personal exit interview with the employee.



- 5.4 Employees retiring or resigning shall have their computer access suspended on their last day of work, except for access to the payroll portal.
- 5.5 Employees who are terminated shall have their computer access suspended, except for access to the payroll portal, on the date that they cease to be an employee, or other date as determined by the manager of Human Resource Services. Human Resource Services shall contact Information Technology Services by telephone and shall submit a helpdesk ticket to suspend access.
- 5.6 The principal/manager shall ensure that department records are retained in accordance with the Board's Records and Information Management Policy. The principal/manager shall submit a helpdesk ticket to direct that email accounts be blocked so that incoming messages are returned to sender. Computer drives and email records shall be held in abeyance for one month following the employee's termination, after which time they shall be deleted, unless the principal/manager directs otherwise in a helpdesk ticket.
- 5.7 Principals/managers shall ensure that all Board owned equipment/property is returned in accordance with the attached checklist (see FORM A4050 - 1) which shall be signed and filed in the Board personnel file upon completion.
- 5.8 An appropriate message shall be recorded on the employee's voice mail by the principal/manager until the extension is de-activated or re-assigned. The principal/manager shall submit a helpdesk ticket to request access to the voice mail and e-mail of the departing employee.
- 5.9 For twelve-month administrative and support staff, principals/managers shall notify the human resource services officer of any outstanding vacation owed to the employee for reconciliation purposes.

**First Issued**    May 21, 2010  
**Revised**

***Issued under the authority of the Director of Education***



**PRINCIPAL/MANAGER CHECKLIST**

**Employee Name** \_\_\_\_\_

**Principal/Manager Name** \_\_\_\_\_

**Date** \_\_\_\_\_

Submit and/or Complete the following:	Department to Submit to:	New Hire	Transfer	Leave Of Absence	Exit
Complete Hiring Package	Human Resources				
Electronic Recommendation to Hire Form	Human Resources				
Employee letter, initialled by principal/manager	Human Resources				
Validate Absences and Vacation	Human Resources				
Worker Accommodation Equipment	Human Resources				
Computer -Access -Programs Laptop	Information Technology Services				
Telephone -Desk/cell -Extension	Information Technology Services				
Employee ID Card	Facility Services				
Keys / Fob	Facility Services				
Credit Card:  A) Notify Purchasing  B) Retrieve Card	Business Services - Purchasing				
Update Signing Privileges	Bank				

\_\_\_\_\_  
**Principal/Manager Signature**

\_\_\_\_\_  
**Date**