



UNIVERSITY OF MANITOBA POLICY

Policy:	Cessation of Staff Appointments
Effective Date:	February 24, 2009
Revised Date:	
Review Date:	February 24, 2019
Approving Body:	Administration
Authority:	Bylaw: President
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	All Employees

Part I Reason for Policy

To define the necessary responsibilities related to the cessation of employment by a staff member and the cancellation of University privileges resulting from the cessation of employment.

Part II Policy Content

The University provides services and privileges to employees during their employment. When employment ceases or there is a relatively long term suspension of employment, the University shall deal with matters such as the payment of salary, provision of staff benefits, access to facilities and equipment and authorization privileges for financial transactions.

- 2.1 The Head of the Department employing the staff member shall be responsible for ensuring the completion of the necessary tasks related to the cessation of employment.

**Part III
Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents are required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

**Part IV
Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is February 24, 2019.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes:
 - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
 - (c) Policy: Cessation of Staff Employment/Appointment – Exit Procedures (dated October 8, 1992).

Part VII
Cross References

Procedures: Cessation of Staff Appointments